



SANTA
CLARA
UNIFIED
SCHOOL
DISTRICT

The mission of

*Santa Clara Unified School District
is to prepare students of all ages
and abilities to succeed in an
ever-changing world.*

*Information in this Handbook
represents the rights and responsibilities
for students and parents. It has been
prepared and distributed as required
by Education Code Section 35291.5.
A copy is provided to all students and
their parents in the Santa Clara Unified
School District.*

*Please review this document with
your student. Your receipt of this
document is required by law. To meet
this requirement, please sign and date
the Acknowledgement (Section A) and
Sections B and C, which are the Use of
Technology and media release forms
located on page 2.*

**STUDENT AND PARENT
INFORMATION
HANDBOOK**

2018-2019

Hopes and anticipations run high as throughout our nation students will be returning to school to tackle learning in the new school year. It would be impossible to manage California's more than six million public school student population without a set of rules, regulations and mandates. The laws and legislative mandates are often confusing, equally often misunderstood and sometimes contradictory. Yet, we are committed to their enforcement, as are you to their compliance.

Your receipt of this document is required by law, and to meet this requirement, **please sign and date the:**

- Acknowledgement (A)
- Agreement for Student Use of Technology (B), and
- Media Release Form (C)

Thank you, and if you have any question or concerns about the information in the packet, please contact your principal or the Superintendent's office.

**Please return
this completed
acknowledgement
page to your
Child(ren)'s school(s)
by August 27, 2018**

A. ACKNOWLEDGEMENT OF RECEIPT OF THIS HANDBOOK

I have read the Handbook in its entirety and have shared the appropriate information with my child(ren).

Student Name (printed)

Parent/Guardian Signature

Date

B. AGREEMENT FOR STUDENT USE OF TECHNOLOGY

Student User agrees that any violation of the Student Use of Technology Agreement may result in Disciplinary Action, Revocation of Use and/or Legal Action.

Student's Signature

Date

As the parent/guardian of this student, I have read and discussed the Student Use of Technology section in accordance with Board Policy 6163.4 with him/her. I understand that student use of the information systems is for educational purposes only. I understand that it is impossible for Santa Clara Unified School District to restrict access to all controversial materials.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

I do give permission for my child to use the telecommunication/Internet services.

I do NOT give permission for my child to use the telecommunication/Internet services.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

C. INTERNET / LOCAL CABLE / NEWSPAPER STUDENT RELEASE FORM

I hereby give permission for Santa Clara Unified School District to broadcast, publish or use in school or class productions (i.e. newsletters, slide presentations, videos, multimedia projects, web pages) any photos, work or other related class material(s) created by or including my child.

I do give permission for Santa Clara Unified School District to broadcast, publish or use any photos, work or other related class materials created by my child.

I do NOT give permission for Santa Clara Unified School District to broadcast, publish or use any photos, work or other related class materials created by my child.

Student Name (printed)

School

Parent/Guardian Signature

Date



The Santa Clara Unified School District celebrates diversity and is committed in all of its activities, policies, programs and procedures to provide equal opportunity for all and to avoid discrimination or harassment against any person regardless of age, race, gender, sex, actual or perceived sexual orientation, Vietnam-era veteran status or any other reason.

The District will make reasonable accommodations for applicants, employees and students with disabilities. The Title IX Coordinator is the Assistant Superintendent, School Support and District Development, Santa Clara Unified School District, 1889 Lawrence Rd., Santa Clara, CA 95051, (408) 423-2014.

The references at the end of the sections in this booklet include the following codes:

<i>BPDistrict Board Policy</i>	<i>FACFood and Agriculture Code</i>
<i>ARAdministrative Regulation</i>	<i>USCUnited States Code</i>
<i>ECEducation Code</i>	<i>CFRCode of Federal Regulations</i>
<i>HSCHealth and Safety Code</i>	<i>ESEAElementary and Secondary Education Act [20 USC 7114(D)(7)]</i>
<i>PCPenal Code</i>	<i>PPRAPupil Privacy Rights Amendment</i>
<i>WICWelfare and Institutions Code</i>	<i>FERPAFamily Educational Rights and Privacy Act</i>
<i>CCRCalifornia Code of Regulations</i>	<i>PPACAPatient Protection and Affordable Care Act [PL 111-148]</i>
<i>CCCivil Code</i>	<i>Title VI. . . .Title VI of the Civil Rights Act of 1964 [42 USC 1981]</i>
<i>FCFamily Code</i>	<i>Title IX. . . .Title IX of the Civil Rights Act of 1964 [20 USC 1681-1688]</i>
<i>GCGovernment Code</i>	<i>IDEA.Individuals with Disabilities Education Act</i>
<i>VCVehicle Code</i>	<i>§ 504Section 504 of the Rehabilitation Act of 1973 [29 USC 794(a)]</i>
<i>BPCBusiness and Professions Code</i>	<i>EOAEqual Opportunities Act [20 USC 1701]</i>

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August 2018

TO: Parents, Guardians and Students
FROM: Stanley Rose III, Ed.D., Superintendent
RE: School Safety

California Education Code states that students have a right to be in a public school environment free from discrimination, harassment, bullying, violence and intimidation, and that schools are not required to collect proof of immigration status, place of birth, or social security numbers when admitting students. (Education Code Sections 220, 234, et seq., 48204.1). Santa Clara Unified School District takes this responsibility very seriously, particularly at a time when many students and families are living in fear. We wish to engage with families and accept all parents and guardians as partners in providing the best education for all our students while creating and supporting a safe environment where true learning can take place.

Enhanced programs in positive behavior, counseling, health and wellness, foster and homeless student supports, harassment, bullying and cyberbullying prevention, learning interventions for all, including those at risk and those needing additional challenges, physical education, music, and technology programs make Santa Clara Unified wonderful place to go to school. It is a place where our very special—and unique in the nation—diversity is celebrated.

Please read the sections of this notification handbook dealing with directory information carefully to better understand students' rights to privacy.

Another component of safety is the District's coordination with local enforcement agencies in cases of immediate threat to life, health and safety.

The District will continue to work for a safe and caring environment while delivering a quality education that leads all students to graduation with options to pursue college or career. On this journey, we will continue to provide them with the tools they need to become informed citizens.

This notice of rights and responsibilities serves to inform parents and students of their rights and responsibilities, and District supports and limitations. Let us all work together for the good of all our students.

ZERO TOLERANCE

■ Zero Tolerance For Gangs

The staff, parents and students of Santa Clara Unified School District are committed to maintaining a safe educational environment for all students and staff. Santa Clara Unified School District has developed the following policy designed to identify and eliminate gang influences on campus. Whether an individual student views himself or herself as a gang member, a "wannabe" or a graffiti tagger, our view is that all of these individuals are at-risk of gang involvement and are a threat to a safe school environment.

■ Zero Tolerance For Threatening or Suggesting Harmful Acts on Others

The Santa Clara Unified School District treats any threats or suggestion(s) of committing a harmful act to another student or adult on campus as a very serious offense. Students committing these acts will be subject to suspension and/or expulsion.

Dress Restrictions: This is a general policy – each school may have more defined policies regarding specific restrictions. Any law enforcement identified attire, which may be interpreted as symbolic of gang association, is prohibited.

Gang Symbols, Tags and Behaviors: Any behavior which may be interpreted as symbolic of gang association or which threatens the safety of any students or member of the staff is prohibited.

Consequences: Confiscation of gang related items on 1st, 2nd or 3rd offense and Police contact if necessary.

First Offense: Will result in a parent contact

Second Offense: Will result in disciplinary action up to and including suspension from school

Third Offense: Will result in referral to District Discipline Hearing

■ Zero Tolerance of Weapons

The Board desires students and staff to be free from the fear and danger presented by campus violence, controlled substances or weapons. The Board, therefore, prohibits students from possessing weapons, firearms, imitation firearms, controlled substances, or dangerous instruments

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of any kind in school buildings, on school grounds, on school transportation, or at school-related or school-sponsored activities away from school. Students will be recommended for expulsion for any of the following acts of misconduct:

- Possessing, selling, or otherwise furnishing a firearm
- Possession/brandishing of any knife; possession of an explosive, or other dangerous object of no reasonable use to the student.
- Unlawful possession, sale or distribution of any controlled substance
- Causing serious physical injury to another person; robbery or extortion
- Assault or battery upon any school employee

■ Prohibited Items

Under no circumstances are students to bring weapons, explosives, alcohol, drugs or tobacco products, vapor pens or e-cigarettes onto campus.

These items will be confiscated; further, the possession of any prohibited item will result in disciplinary and/or legal actions. Students are also reminded not to bring pets, scooters, skateboards, or in-line skates to school. All of the above items are dangerous and /or disruptive in the school setting. They may be confiscated and taken to the office.

Parent and Guardian Rights and Responsibilities

Santa Clara Unified School District recognizes the important role parents and guardians play in the life of a child. The District goal is to work with parents and guardians to provide the best learning opportunities for students. The California Education Code (Section 48980) requires a school district to notify parents and guardians, yearly, of the rights and responsibilities.

Which can be found under E 5145.6 Parental Notifications.

■ Family Involvement

In a democracy, parents and guardians are encouraged and welcomed to become involved in the formal education of their children enrolled in public schools. This early and consistent parental involvement helps children to do well academically. When this involvement is combined with a partnership between

home and school, the student, the school and the community benefit.

Parents and guardians of enrolled students have the right to be included in the educational process and to have access to the system on behalf of their children. These rights are outlined in Chapter 864, Statutes of 1998 and Education Code Section 51101 as follows:

Classroom Observing: Parents have the right to visit their child's classroom to observe activities. The time and date of the visitation must be arranged in advance with the school.

Teacher Conferencing: Parents have the right to request a conference with their child's teacher(s) or the principal. Parents should contact the school to schedule a date and time convenient to all participants.

Volunteering: Parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service.

Student Attendance: Parents have the right to be notified in a timely manner if their child is absent from school without permission.

Student Testing: Parents have the right to be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests. (Under other state law, parents may request that their child not participate in the statewide tests.)

School Selection: Parents have the right to request that their child be enrolled in any school in the district. The district is not compelled to grant the request.

Safe School Environment: Parents have the right and are entitled to the assurance of a safe and supportive learning environment for their child.

Curriculum Materials: Parents have the right to examine the curriculum materials of the class or classes in which their child is enrolled.

Student Academic Progress: Parents have the right to be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.

Student Records: Parents have the right to access their child's records and to question anything they feel

is inaccurate or misleading or an invasion of privacy. Parents have the right to a timely response from the school district about their questions.

Standards: Parents have the right to receive information regarding the academic standards their child is expected to meet.

Councils and Committees: Parents have the right to participate as a member of a parent advisory committee, school-site council, or site-based management leadership team in accordance with established rules and regulations for membership.

Parents also have the right to attend at least two meetings per year scheduled by the school to get information on school issues and activities.

Parent Involvement: Parents and guardians have the right and should be given the opportunity to work in a mutually supportive and respectful partnership with the school to help their child succeed. The governing board of each school district shall adopt a jointly created policy that outlines how parents and guardians, school staff and students may share the responsibility for the intellectual, physical, emotional, social development and well-being of their students.

This policy shall include, but is not limited to:

1. How parents/guardians and the school will help students to achieve academic and other standards.
2. How the school will provide high-quality curriculum and instruction in a supportive learning environment to all students enrolled.
3. What parents and guardians can do to support their child's learning environment, including but not limited to:
 - Monitoring school attendance
 - Monitoring homework completion
 - Encouraging participation in extracurricular activities
 - Monitoring/regulating television viewing
 - Planning and participating in activities at home supportive of classroom activities
 - Volunteering at school
 - Participating in decision-making processes at school

Education Code Section 51101(C) states: "This section may not be construed so as to authorize a school to

inform a parent or guardian...or to permit participation by a parent or guardian in the education of a child, if it conflicts with a valid restraining order, protective order or order for custody or visitation issued by a court of competent jurisdiction." (Chapter 864, Statutes of 1998).

College Preparatory Requirements: In addition to the rights described in Education Code Sections 51100-51102, students and parents and guardians have the right to be informed of college entrance requirements. It is critically important to know how to assist those students who choose to pursue a college education. Students, parents and guardians need to know the series of college preparatory classes to take in high school. The minimum requirements vary, depending on the selected college or university.

■ Parents can help prevent violence in schools

We are committed to keeping our schools safe and getting help for students who show signs of becoming violent. To do this, we need your cooperation. Here are some suggestions from the National Parent Teacher Association (PTA), experts in school violence, and other parents. Please read the list of suggestions carefully and contact your school's principal if you have questions.

1. Talk to Your Children

Keeping the lines of communication open with your children and teens is an important step to keeping involved in their schoolwork, friends, and activities. Ask open-ended questions and use phrases such as "tell me more" and "what do you think?" Phrases like these show your children that you are listening and that you want to hear more about their opinions, ideas, and how they view the world. Start important discussions with your children—about violence, smoking, drugs, sex, drinking, death—even if the topics are difficult or embarrassing. Help your child understand the importance of accepting individual and cultural differences. Talk to your child about violence he or she sees on television and videogames. Help your child understand the consequences of violence. Don't wait for your children or teens to come to you.

2. Set Clear Rules and Limits for Your Children

Children need clearly defined rules and limits set for them so that they know what is expected of them and the consequences for not complying. When setting family rules and limits, be sure children understand the purpose behind the rules and be consistent in enforcing them. This lets your child know that you are keeping them safe and that you care about them.

Discipline is more effective if children have been involved in establishing the rules and, oftentimes, in deciding the consequences. Remember to be fair and flexible—as your children grow older, they become ready for expanded rights and changes in rules and limits. Show your children through your actions how to adhere to rules and regulations, be responsible, have empathy toward others, control anger, and manage stress.

3. Monitor Use of Media and Devices

Children need help navigating use of the internet, video games, and social media. The American Academy of Pediatrics recommends for children ages 6 and older, to place consistent limits on the time spent using media, and the types of media, while making sure media does not take the place of adequate sleep, physical activity and other behaviors essential to health. Designate media-free times together, such as dinner time. Create media-free zones in your home, such as bedrooms. Have ongoing communication about online citizenship and safety, including treating other with respect online and offline.

4. Know the Warning Signs

Knowing what's typical behavior for your son or daughter can help you recognize even small changes in behavior and give you an early warning that something is troubling your child. Sudden changes—from subtle to dramatic—should alert parents to potential problems. These could include withdrawal from friends, decline in grades, abruptly quitting sports or clubs the child had previously enjoyed, sleep disruptions, eating problems, evasiveness, lying, and chronic physical complaints (stomachache or headaches), addiction to video games and media, fascination with weapons, threats of violence, use of drugs and alcohol, risk taking behaviors, appearing SAD (sullen, angry, depressed), experiences of rejection and humiliation.

5. Don't Be Afraid to Parent; Know When to Intervene

Parents need to step in and intervene when children exhibit behavior or attitudes that could potentially harm them or others. If you are concerned about your child, you don't have to deal with problems alone—the most effective interventions have parent, school, and health professionals working together to provide on-going monitoring and support. Reach out to your school administrator or guidance counselor if you need help.

6. Stay Involved in Your Child's School

Show your children you believe education is important and that you want your children to do their best in school by being involved in their education. Get to know your child's teachers and help them get to know you and your child. Communicate with your child's teachers throughout the school year, not just when problems arise. Stay informed of school events, class projects, and homework assignments. Attend all parent orientation activities and parent-teacher conferences. Volunteer to assist with school functions and join your local PTA. Help your children seek a balance between schoolwork and outside activities. Parents also need to support school rules and goals.

7. Join Your PTA or a Violence Prevention Coalition

According to the National Crime Prevention Council, the crime rate can decrease by as much as 30 percent when a violence prevention initiative is a community-wide effort. All parents, students, school staff, and members of the community need to be a part of creating safe school environments for our children. Many PTAs and other school-based groups are working to identify the problems and causes of school violence and possible solutions for violence prevention.

8. Help to Organize a Community Violence Prevention Forum

Parents, school officials, and community members working together can be the most effective way to prevent violence in our schools.

9. Help Develop a School Violence Prevention and Response Plan

School communities that have violence prevention plans and crisis management teams in place are more prepared to identify and avert potential problems and to know what to do when a crisis happens. The most effective violence prevention and response plans are developed in cooperation with school and health officials, parents, and community members. These plans include descriptions of school safety policies, early warning signs, intervention strategies, emergency response plans, and post-crisis.

10. Work to Influence Lawmakers

Writing an editorial for the local newspaper, holding a petition drive, speaking before a school board meeting, or sending a letter to your legislator can be effective ways to voice your opinion and gain support from decision makers for violence prevention programs in your community. Working with other concerned parents, teachers, and community members, you can influence local, state and even federal decisions that affect the education, safety, and well-being of our children.

ATTENDANCE

Regular attendance plays an important role in student achievement.

■ Compulsory Education Law

Each person between the ages of 6 and 18 years (not exempted under the provisions of Chapter 3 of the Ed. Code, commencing with Section 48400) is subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to compulsory continuation education shall attend the public full-time day school or continuation school or classes for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of such pupil shall send the pupil to the public full-time day school or continuation school or classes for the full time designated as the length of the school day by

the governing board of the school district in which the residence of either parent or legal guardian is located.

Unless otherwise provided for in this code, a pupil shall not be enrolled for less than the minimum school-day established by law. [EC 48200, 48400; ne]

■ School Calendar

Please review the school calendar on the back page of this handbook and plan activities and vacations during days off.

■ Minimum Days/Pupil Free Staff Development Days

District-wide minimum days and Staff Development Days are indicated on the calendar on the back cover of this handbook. Each school will notify families of additional school specific minimum days at the beginning of the school year. [EC 48980(c); ne]

■ District Attendance Regulations

The Board of Trustees supports regular attendance to enable students to fully benefit from school programs. Each school site will monitor student attendance, make parent/student contact as appropriate, ensure the student's active participation in the educational program and make program adjustments as necessary to meet the student's unique needs.

When a student is absent, it is the responsibility of the parent to inform the school by note or telephone as to the reason why. The regular and punctual school attendance of students is expected, encouraged, and as necessary, enforced. School attendance is an area of mutual cooperation between the school, the parents and the student.

Despite this change regarding excused absences, the District will continue to distinguish between excused and unexcused absences for purposes of maintaining student safety and identifying truancy. The reasons for excused and unexcused absences are noted below.

Students attending a school through Open Enrollment will be disenrolled after ten (10) days of unexcused absences. Students disenrolled for the above reasons may be readmitted on a space available basis. [AR 5116.11]

Students whose attendance is excused shall be given full credit for assignments or tests that are

satisfactorily completed within a reasonable period of time. [BP 5113]

Parents/Guardians have the right to be notified on a timely basis if their child is absent from school without permission. Unexcused absences result in a recorded truancy.

1. Notwithstanding EC 48200, a pupil shall be excused from school when the absence is:
 - A. Due to his or her illness.
 - B. Due to quarantine under the direction of a county or city health officer.
 - C. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - D. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - E. For the purpose of jury duty in the manner provided for by law.
 - F. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - G. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - H. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - I. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted

pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

- J. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
 - K. Participation in religious instruction or exercises in accordance with district policy.
2. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
 3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
 4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
 5. "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Districts may allow students, with parental or guardian consent to be excused to participate in moral or religious exercises or instruction. [EC 46014, 48205, 51101; ne]

■ Tardies

Unless approved in advance, the failure of a student to be in the assigned classroom when the tardy bell has rung constitutes an unexcused tardy. When a student is tardy in excess of 30 minutes on three or more days in a school year, the student is considered a legal truant.

SCUSD is committed to prevention and early intervention in school attendance and behavior problems. All local school sites will have a process in place to monitor attendance and identify students at-risk for poor attendance and possible school failure. The school has the responsibility to assess and to plan intervention strategies, including the utilization of the school's Student Study Team (SST). When these school

level strategies to improve a student's attendance have been unsuccessful, the student may be referred to the district School Attendance Review Board (SARB).

■ Truancy

The state defines three levels of truancy, each carrying more severe penalties for both the student and the parents or guardians. The three are truant, habitual truant, and chronic truant.

Truant: A student is truant after missing three days school or three 30-minute periods without a valid excuse.

Chronic Truant: A chronically truant student has missed 10 percent or more school days in a school year.

Habitual Truant: If a student is truant three or more times in a school year and an effort is made to meet with parents, then the student is a habitual truant.

Interventions: Students who are habitually truant, miss a lot of school or are disorderly can be referred to a student attendance review board (SARB), a district attorney mediation program, or the county probation department. Through these programs, the student can be given guidance to meet special needs for improving attendance or improving school behavior. The goal is to intervene before a student enters the juvenile justice system or drops out.

Student Penalties: First truancy may result in a one-day weekend class. Second truancy may be a written warning from a peace officer that remains in the student's records. Third truancy may result in assignment to an after-school or weekend program, a SARB, a probation officer, or district attorney program. A fourth truancy may result in a chance to improve attendance, but may also result in the student being placed within the jurisdiction of, and as a ward of the juvenile court. Other actions may include required community service, payment of a fine, attend a truancy mediation program, and loss of driving privileges. A finding of truancy may be handled through available community services.

Parent Penalties: In Education Code; first conviction – up to \$100 fine; second conviction – up to \$200 fine; third – up to \$500 fine. In Penal Code; parents of elementary students who are chronic truants face a fine up to \$2,000; imprisonment up to one year; or both. They may also be scheduled to meet regularly with district staff and/or referred for help. It is recommended that the parent or guardian attend classes at school with the student for one day. [EC 48260, 48260.5, 48261,

48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; PC 270.1, 830.1; WIC 256, 258, 601, 601.3; VC 13202.7]

■ School Attendance Review Board (SARB)

Students who fall under the truancy law shall be reviewed according to law and the rules and regulations established by local board policy. This review process may include a referral to the district SARB, a panel of district and community representatives.

Purpose of SARB

1. To identify and provide coordinated district and community services to assist parent(s) and student when the student is a truant or has school behavior problems.
2. To ensure that appropriate District and community resources have been used prior to referral to the judicial system.
3. To consider the following options if District and community resources are unable to correct school attendance or behavior problems:
 - a. Propose the use of alternatives to the juvenile court system.
 - b. Refer the student and parents to the Santa Clara County District Attorney's Office.

■ Enrollment / Admission

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students.

■ Attendance Options

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intra-district transfer). This district has non-arbitrary rules explaining how students may apply, be accepted or denied intra-district transfer. Students convicted of a violent felony or convicted of a misdemeanor firearms offense may be transferred to another school in the district. Victims of bullying or violence are given preference in inter-district transfers. In some cases, the district must provide transportation. Students attending "persistently dangerous" schools can

transfer and enroll in a safe school. Districts cannot prevent children of active military from changing districts, as long as the district chosen agrees to accept them. Upon enrollment or transfer, principals are urged to check missing children information. Further information about residency, attendance options, special program options, etc. will be provided by the California Department of Education. [EC 46600, 48204, 48206.3, 48300, 48301, 48306, 48929, 48980, 49068, 51101; 20 USC 7912; ne]

Interdistrict Attendance

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district. Because of overcrowding within district schools and limited district resources, the Board discourages transfers into the district and will consider approving such transfers only on a case-by-case basis through an interdistrict attendance agreement as set forth in accompanying administrative regulations.

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts.

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit.

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

Pursuant to Education Code section 35161, the Governing Board delegates to the Superintendent the duty to hear final appeals on behalf of the district

Transportation

The district shall not provide transportation beyond any school attendance area. [BP 5117; EC 41020,

46600-46611, 48204, -48300, 48350-48361, 48900, 48915, 48915.1, 48918, 48980, 52317; CA Constitution, Article 1, Section 31]

SCUSD Alternative Schools

The district is authorized to provide alternative schools. The district provides alternative schools at Millikin Basics+ and Washington Open Schools (K-5), Santa Clara Community Day School, New Valley/Gateway Continuation High School, Mission Early College High School, and Wilson Alternative high School. Inquiries should be directed to your school principal. [EC 58500]

Washington Open and **Millikin Basics+** are two alternative elementary schools to which all students seeking enrollment must apply through the Open Enrollment process. Due to the large number of first choice applications for each of these schools, they cannot be listed as a second choice at any grade level. Enrollment is secured through a random lottery process with priority placement being given to students with siblings currently in attendance at the school.

Peterson Middle School also has a 6th grade program, **Peterson+** that serves as a one year transition from a Basics approach to the eventual heterogeneous format found in Santa Clara Unified's other middle and high schools. For the **2019-2020** school year, 140 students will be assigned to the four Peterson+ classes through a fair and random lottery process. Equal opportunity for enrollment will be provided to students residing outside the Peterson attendance area (through the Open Enrollment Application) as well as to students residing within Peterson's attendance area (through the completion of an application at the time of registration for 6th grade). Students applying through the Open Enrollment process as well as Peterson attendance area students applying through the registration process at Peterson Middle School **must apply between January 9 to February 6, 2019.**

Intradistrict Open Enrollment

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also maximizing the efficient use of district facilities. The Superintendent or designee shall establish procedures for the selection and transfer of students among

district schools in accordance with law, Board policy, and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of their residence within the district. The Board shall annually review this policy.

Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area.

The Superintendent or designee shall grant priority to any district student to attend another district school, including a charter school, outside of his/her attendance area as follows:

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment Act list
2. Any student enrolled in a district school designated by the California Department of Education as "persistently dangerous"
3. Any student who is a victim of a violent crime while on school grounds (20 USC 7912)
4. Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either:
 - a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official, social worker, or a properly licensed or registered professional such as a psychiatrist, psychologist, or marriage and family therapist
 - b. A court order, including a temporary restraining order and injunction
5. Any sibling of a student already in attendance in that school

Open Enrollment for the 2019-20 school year will take place from January 9, 2019 to February 6, 2019 for all grades (incoming Kindergarten through Grade 12)

6. Any student whose parent/guardian are employees defined as those individuals belonging to an employee bargaining unit with the district, person holding management positions, and hourly employee who works at least fifty percent of each week, will be assigned to a school site within the district boundaries.

Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between the third week of January through the third week of February of the school year preceding the school year for which the transfer is requested.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space.

Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity.

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students.

Transportation

Except as required for students who transferred out of a Title I program improvement school, the district shall not be obligated to provide transportation for students who attend school outside their attendance area. [BP 5116.1; EC 200, 35160.5, 35291, 35351, 46600-46611,

48200, 48204, 48300-48316, 48350-48361, 48980; 5 CCR 11992-11994; 20 USC 6311, 7912]

Applying for Open Enrollment

The Open Enrollment program for the 2019-20 school year will be conducted from January 9 to February 6, 2019. Parents of students wishing to attend a school other than their school of residence must:

- first provide proof of residency to their school of residence,
- receive a permanent student number and then
- complete the Open Enrollment application on the District website at www.santaclaraschools.org.

The link to the application form, school visitation dates and requirements, as well as other important information concerning this process will appear on the District website home page.

Intra District Transfers / Overload Students

Students currently attending a district school through an Intradistrict Transfer or as an Overload Student who wish to continue at the current school of attendance for the 2019-2020 school year should apply for continued enrollment at that school by completing an on-line application for Open Enrollment between January 9 to February 6, 2019. Parents of students on an Intradistrict Transfer must first provide proof of residency to their school of attendance, receive a permanent student number and then complete the Open Enrollment application on the District website at www.santaclaraschools.org

Kindergarten Enrollment

Kindergarten Enrollment for the 2019-2020 school year will also begin on January 9, 2019. Parents are encouraged to complete registration for kindergarten students wishing to attend their school of residence by February 6, 2019 as Kindergarten admission to the school of residence will be determined in the order in which applications are received.

Open Enrollment

Due to the transition to the new California Assessment of Student Performance and Progress system, the open enrollment list for 2018-2019 cannot be calculated. The District had at least one school on the list of 1,000 low-achieving schools for the 2015-2016

school year, but many changes have occurred since the creation of this list. For information about transferring to a different school under this provision, please contact the District Office. [EC 48350-48361, 51101]

Additional Information

Detailed information concerning the Open Enrollment Program, Kindergarten Enrollment and school and program visitation will be available on the District website in mid-December 2018.

■ Attendance in District in Which Parent or Guardian is Employed

The district may, but is not required to accept a transfer student whose parent/guardian resides outside the boundaries of the school district but is employed and lives with the student at the place of his/her employment within the boundaries of the school district for a minimum of three days during the school week; or a student whose parent/guardian physically works within the boundaries of the school district for a minimum of 10 hours during the school week. [EC 48204(7), 48980(i)]

■ Enrollment of Homeless or Foster Youth

Foster and homeless children living in the District shall be permitted to attend a school in the District unless they: 1) stay enrolled at their school of origin outside the District, 2) their IEP indicates attendance elsewhere, or 3) the parent or guardian, with knowledge of all options, declares in writing otherwise. They also have rights to immediate enrollment in school, site and program attendance, and free after school programs. [EC 48204, 48850-48859, 48645.3, 51225.1, 56055; 5 CCR 4622; WIC 361, 726]

■ Attendance Where Caregiver Resides

If your child lives in the home of a caregiving adult, as defined by law, or a foster home, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver's home. [EC 48204(a), 48980(h); FC 6550-6552]

■ Individualized Instruction

You must notify the school if your child has a temporary disability and cannot attend regular classrooms. The District will provide instruction in the home or in a hospital or other residential health facility if the student meets the District residency requirement. If your temporarily disabled child is located outside your school district, notify both the district where you reside and where the child is located. [EC 48206.3, 48207, 48208, 48980(b)]

■ Closed Campus

The SCUSD School Board has established a closed campus policy at all sites. Students may not leave campus at any time during the school day. This is for the security of the campus and to protect your student's health, safety, and welfare. Please cooperate by not requesting permission for your student to leave campus during the school day. [EC 44808.5]

■ Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (b) Recognize that the best learning takes place when the student learns because of his desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the

administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. [EC 58501]

PROGRAMS FOR STUDENTS

■ Notice of Non-Discrimination Policy

In accordance with the regulations of the U.S. Department of Health and Human Services and Education and Titles VI, VII and IX, Section 504, and the Americans with Disabilities Act, it is the policy of the District to prohibit discrimination, harassment, intimidation and bullying based actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation or association with a person or a group with one or more of these perceived or actual characteristics. This policy applies to students, employees and prospective employees of the District. The lack of English language skills will not be a barrier to admission and participation in the district's program. [BP 0410]

Inquiries regarding Title IX sex discrimination should be directed to the Assistant Superintendent of School Support and District Development, (408) 423-2008; regarding Section 504 to the Coordinator of Health and Wellness, (408) 423-2115; and regarding Special Education to the Director of Special Education (408) 423-2087. Address: 1889 Lawrence Road, Santa Clara, CA 95051.

■ Academic and non-academic courses, classes, electives, activities, sports, and related facilities

State and federal law require academic and nonacademic courses, classes, electives, school-related activities, team sports, athletic competitions, and school facilities be available to all students without regard to their gender or gender identity, and irrespective of the gender listed in their records. Beginning in seventh grade counselors will meet with each student regarding course selection. Staff will not counsel students into programs, courses, or careers based on their gender or gender identity. The District

Uniform Complaint Procedure may be used to file a complaint. [EC 221.5, 221.8, 49600, 48900; GC 11135, 11138; Title VI, Title IX; § 504; California Interscholastic Federation (CIF) 300D]

■ Free and Reduced Price Meals

Meals are available for purchase at all sites. Free and Reduced Price Meals are available to families that qualify. If your family chooses to apply, please complete a “Free and Reduced Meal Price Application Form.” Applications can be completed online by accessing the Nutrition Services website from the District’s website. You will be redirected to www.schoolcafe.com to fill out your meal application. Paper forms can be obtained at your child school office and returned (completed) to any school office. You will be notified by mail of your child’s status. Until notification, you must provide your child with a lunch or lunch money. There is no charge for free or reduced priced meals. New applications must be filled out every school year.

New students are paid status until they are qualified for free or reduced priced meals by Nutrition Services. This includes kindergarten students and transfer students.

Parents are encouraged to prepay for student meals. However, we will allow all students to charge meals because good nutrition is essential to learning. If a student is unable to pay for their meal at the time of purchase, the student will be allowed to charge a meal to their account. Repayment of meal charges is required. All students have a meal account when they are enrolled.

The district utilizes biometric scan for the cafeteria service. This allows for quick, accurate meal service identification. Opt out forms are available in your school office.

The District will contact you if your account is fifty dollars (\$50) behind. The District may be able to create a repayment plan or to explain the Free and Reduced meal plan; participation in the plan is confidential. [EC 49510-49520, 49558; 42 USC 1761(a); ne]

■ English Learners

School districts must notify parents of limited English proficient students of the following information no

later than 30 days after the beginning of the school year:

- a. The reasons for the identification of their child as limited English proficient and in need of placement in the EL (English Learner) Program. [20 USC 6312(e)(3)(A)(i)]
- b. Their child’s level of English proficiency, how such level was assessed and the status of the child’s academic achievement.
- c. The methods of instruction used in the program in which their child is participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals and the use of English and a native language in instruction.
- d. How the program in which their child is participating will meet the educational strengths and needs of their child.
- e. How the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation.
- f. The specific exit requirements for the program, including the expected rate of transition from such program into classroom settings that are not tailored for English learner children and the expected rate of graduation from secondary school.
- g. In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child. [20 USC 6312(e)(3)(A)(vii)]
- h. The parents have the right to opt out of the language instruction programs or to choose another program or method of instruction, if available, and be assisted by the school district in selecting among various programs and methods of instruction if available. However, parents cannot opt out of the Initial or Annual English Language Development Assessment that the State requires for students classified as EL. [20 USC 6312(e)(3)(A)(viii)(1)]

More detailed information on EL Parent Rights can be found in the “Instructional Programs for English Learners Parent Brochure”, located in all school offices and the Supplemental and English Learner Programs office located at the District Office.

■ Special Education Services

The District will actively locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools. [EC 56300; 34 CFR 300.111]

SCUSD provides equal educational opportunities to all individuals with exceptional needs. If facilities or services are not available or cannot be reasonably provided within the Santa Clara Unified School District, the district may arrange for another district, school, or the County schools to provide appropriate education (FAPE).

If a student is eligible for special education services, a signed acknowledgment that the parent has been advised of rights is required in addition to parent authorization for placement. [EC 56321]

Special Education Process

The Special Education process starts when a child is referred for assessment; the child's parents have a right to initiate this referral. If you give permission for this assessment and your child qualifies for special education services, an Individual Education Program (IEP) will be developed. An IEP is a jointly developed educational plan that describes your child's abilities, sets goals and objectives and states the education services that will be provided to meet those goals and objectives. If your child does not qualify for special education, they may still qualify for appropriate accommodations under the Rehabilitation Act of 1973 (Section 504) or the Americans with Disabilities Act (ADA).

The following six steps describe the special education, referral assessment, identification process:

1. Referral: Referral of a student to the IEP team shall be in writing and may be initiated as a result of the school's comprehensive screening program, Student Study Team or may be submitted directly by the child's parent or persons aware of a student who may have exceptional needs. Parents have the right to initiate a request for educational assessment (referral) and give or withhold written consent for any proposed assessment activities. Parents should expect a response to their written request within 15 calendar days* of parents' written notice. **(Not counting school breaks of more than 5 days)**

2. Assessment: Arrangements will be made to have your child's strengths and possible needs evaluated. This will be done through testing, observations and conferences held among appropriate professionals involved in your child's education. An IEP must be completed within 60 calendar days* from day of receipt of signed consent for assessment. The Assessment Plan is a description of the testing process and is accompanied by a prior written notice explaining why the district is assessing.
3. Individualized Education Program (IEP): If you and other members of the IEP team agree that your child has a need and is eligible for special education, an Individualized Education Program will be designed for your child's needs. This will take place at a meeting attended by you and school personnel (the IEP team) and may include others at the request of the parents or school district. The IEP team will determine appropriate services and placement to meet your child's needs. This could be in a general classroom full-time, a general classroom with special education, part-time, or full-time special education placement. Parents have the right to give written consent for the initial special education placement and Individualized Education Program or revoke consent at any time.
4. Implementation of the Program as Stated in the IEP: The district is required by law to provide the services as stated in the IEP.
5. IEP Review: Your child's program is reviewed at least once a year to update progress and goals and to determine services needed for your child to receive educational benefits. Parents have the right to request a meeting of the IEP team at any time.
6. IEP Three Year: A comprehensive re-evaluation (triennial) will be conducted after your child has been in the program for three years to determine if he or she continues to meet eligibility and if so to develop a new IEP to meet his/her needs.

Community Advisory Committee SELPA

The Community Advisory Committee (CAC) acts as an advisory to the Santa Clara Unified School District Board of Trustees. Parents comprise a majority of the membership of the CAC and of these members, the majority must be parents of Special education children. Special Education teachers, general classroom teachers, other school personnel, students with disabilities, representatives of related public and

private agencies and other persons concerned with the disabled individual may also be represented.

The CAC meets a minimum of four times a year. We encourage you to become involved. The success of your CAC is dependent on the conscientious efforts of each member on behalf of all children with special needs. All meetings are open to anyone interested. We encourage your participation.

Please contact SCUSD at (408) 423-2087 for more information regarding the CAC and dates, times and location of meetings. The calendar of the CAC meetings can also be viewed at the district website, www.santaclarausd.org. The school sites will have notification of the CAC meetings and agendas at least three days prior to each meeting.

People Who Can Assist Parents of Special Ed Students

Your child's teacher or other support staff members are the people to check with on such matters as your child's progress, the curriculum, advice on improving study habits, progress toward goals and suggested outside reading or study. Arrange a conference by calling your local school or just send a note with your child.

Your principal is the educational and policy leader of your school. Check with the principal on materials of school-wide operation or policy, to seek information, to make suggestions, to find out about how to participate in school, or to resolve a problem.

Your Santa Clara Unified School District Special Education Department can be reached at (408) 423-2087 and can answer any questions regarding eligibility for special education and how to start the assessment process.

Your Community Advisory Committee (CAC) is comprised of parents of children with special needs, teachers, administrators and other community members to offer guidance and information to families.

You may also contact:

Parents Helping Parents

3041 Olcott Street, Santa Clara, CA 95054-3222
(408) 727-5775 www.php.com

San Andreas Regional Center

300 Orchard City Drive, Suite 170
Campbell, CA 95008
(408) 374-9960 www.sarc.org

Andrew Cole

Director Special Education, SCUSD
(408) 423-2087

Rose DuMond

Coordinator of Special Education, SCUSD
(408) 423-2072 rdumond@scusd.net

■ **SCUSD Bus Safety Rules**

Santa Clara Unified wants to ensure that your ride to and from school is a safe one. Please follow the rules that follow. Remember that it is a privilege to ride the school bus. Consistent disregard of the safety rules may lead to suspension of your riding privileges. If your child has received a Bus Conduct Report, it must be signed and returned within 3 days or Transportation may be discontinued.

Waiting for the bus—Students are only allowed to get on and off the bus at their assigned bus stop.

- Arrive at your bus stop, on the right side of the street, five (5) minutes before the scheduled departure time and wait quietly at the bus stop.
- The bus will not wait for late students. If students are not at the stop at scheduled load time parents will be responsible for transportation of their student.
- Be considerate of others, do not push or shove, or throw objects.
- Be respectful of the property around the bus stop.
- Wait for your bus in an area off the main roadway at least 12 feet away from where the bus will stop. Stand back from the curb.
- Never run to or from the bus. Make sure the bus comes to a full stop before you try to get on or off.
- Form a single line and be ready to board the bus.

Boarding the bus

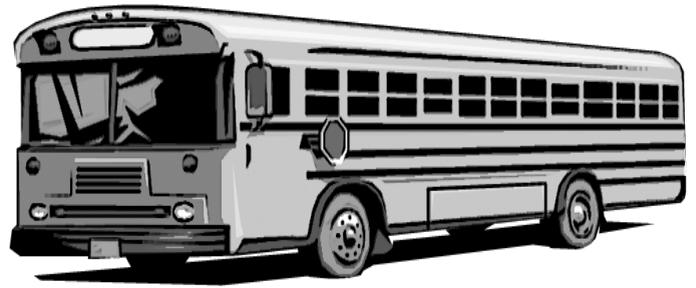
- Wait until your bus has come to a complete stop, the door is opened, and the red flashing lights and

stop arm are activated before attempting to board the bus.

- Do not attempt to board the bus at an undesignated area or signal a bus driver to make a special stop.
- Board the bus single file in an orderly manner, no pushing or shoving.
- Go directly to your seat and sit down.

While on the bus

- Follow the driver's instructions at all times.
- If bus is equipped with seat belts, they must be worn at all times.
- No hats or hoods are to be worn by students at any time while on the school bus.
- Face forward in the seat, with your back against the back of the seat and your bottom on the bottom of the seat.
- Stay in your seat, talk quietly and never stick your head or hands out the window.
- Bring only items that can be held safely in your lap without endangering the safety and comfort of others.
- No animals of any kind (insects, pets etc.) are allowed on the bus.
- Skateboards and scooters will not be transported on the bus.
- Do not lower the windows more than half way.
- Do not throw objects in the bus or out of the windows.
- Harassment, aggressive behavior, discriminatory or abusive language towards the driver or other persons, on or off the bus, is unsafe and prohibited.
- Smoking or chewing tobacco, including vaping and e-cigarettes, and possession of alcohol or illegal drugs while on the bus is prohibited and will be cause for instant suspension.
- Do not eat, drink, or chew gum on the bus. Spitting of any kind is not allowed on the bus. Keep the bus clean at all times. If you bring it on the bus, you take it off with you.
- Treat the bus seats as you would valuable furniture in your home. Never write on, "scratch" or in any way deface or vandalize the bus or seats. Parents



of students who damage or vandalize the bus will be held responsible for the cost of the repairs to the bus.

Leaving the bus

- Remain seated until the bus comes to a complete stop.
- Leave the bus in an orderly manner, row by row, and from the front row first, no pushing or shoving.
- Never walk along the side or in back of the bus.
- Students are NOT to cross the street that the bus is stopped on unless it is an "authorized" crossover bus stop.
- If you need to cross the street that the bus is stopped on, you MUST cross in front of the bus, with the driver.
- Adults should arrive at the bus stop at least five (5) minutes before the scheduled drop off time. They should be standing in an area off the main roadway at least 12 feet away from where the bus will stop. Stand back from the curb.
- Kindergarten students be received at designated stop by an adult. Students not received will be returned to school. Older students uncomfortable disembarking from the bus without being received by an adult, may request the driver to return them to school.
- Students returned to school more than three (3) times, may have their bus privilege suspended or revoked.

Consequences

- Refusing to obey the driver, fighting, and refusing to properly identify yourself to the driver could result in an automatic loss of bus privileges. In essence, there will be no warning for this type of behavior.

- Other behaviors may result in a verbal warning, written citation, assigned seat or suspension from the bus.

■ Important Information about Bus Passes

School bus passes are now free for families who live in our bus pass boundaries. Santa Clara Unified School District has suspended the Parent Pay program. This means, bus pass fees are waived for all students who live within a bussing boundary.

You may qualify for a school bus pass if:

- You walk more than 2 miles, or
- Cross a busy street (e.g. Lawrence Expressway), and
- You live in our school district boundary area

To verify if you live in a bussing boundary and to find out the location of the nearest bus stop to your home, contact the Transportation Department at (408) 423-2063.

Bus passes are considered a privilege and it is important that your family understands the rules and guidelines that go along with this privilege (please review transportation pages 18-20 of your Student and Parent Information Handbook).

Lost or damaged bus passes can be replaced for \$10 by contacting the Transportation Department.

How to Obtain a Bus Pass

If you would like to apply for a bus pass, a bus pass application must be completed and signed by the parent or guardian for students to receive their bus pass. Bus pass applications are available in your school office and on the District's website (www.santaclarausd.org/transportation) and must be returned to the Transportation Department. Only students who live in the bus pass boundaries set by Santa Clara Unified School District will qualify to receive a bus pass.

Mail or hand deliver the Application to:

Santa Clara Unified School District
Transportation Department
1889 Lawrence Rd
Santa Clara, CA 95051
Or

Email the application to: buspass@scusd.net

Bus passes will be mailed to your address on the Application.

After we have processed your application, we will send you one Bus Pass for each of your eligible children. Beginning October 1, your child **MUST** show this pass each day to board the bus.

The bus pass helps ensure that students can board and disembark the correct route and increase safety for our students.

If you have any questions, please call the Transportation Department at (408) 423-2063.

No Bus Pass?

All Students who ride the bus are required to show their Bus Pass. During the first month of school there will be a grace period. After October 1st, if your kindergarten through 8th grade child does not have a Bus Pass, he or she will be picked up and delivered to school. However, your child will not be transported home at the end of the day. You will be called to pick up your child after school. If your child does not have a Bus Pass three times, he or she will not be picked up in the morning. You will be called to pick up your child at the bus stop.

For 9-12 high school students that do not show a Bus Pass, he or she will not be allowed to board the bus in the morning or afternoon. The driver will have the student call their parents to arrange a ride.

■ Pupil Fees

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the educational program are made available to them. No student shall be required to pay any fees, deposits, or other charges for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational

program, including curricular and extracurricular activities.

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. For such authorized fees, deposits, and charges, the district shall consider students' and parents or guardians' ability to pay when establishing fee schedules and granting waivers or exceptions.

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. These include, but are not limited to, transportation, events where attendance is optional (such as a school dance), food served to students, damage to district provided materials such as textbooks, community service classes, and fingerprinting. Money may also be collected for material used for projects that a student will be taking home, such as, material used in a career class like woodshop or sewing. For such authorized fees, deposits, and charges, the district shall consider students' and parents or guardians' ability to pay when establishing fee schedules and granting waivers or exceptions. Whenever a student or parent/guardian believes that an impermissible fee, deposit, or other charge is being required of the student for his/her participation in an educational activity, the student or his/her parent/guardian may file a complaint with the principal or designee using the district's procedures in BP/AR 1312.3 – Uniform Complaint Procedures. [EC 49013; ne]

■ **Advanced Placement Examination Fees**

To the extent feasible, the district shall reduce the cost of AP examination fees for eligible low-income students. At the beginning of each school year, the principal or designee will notify parents/guardians of the availability of funds for this purpose and shall provide information on how income-eligible students may apply for funding. [EC 48980(j), 52240; ne]

■ **Parental Financial Liability**

While a student is accountable for his/her willful acts of misconduct, parents and legal guardians are financially responsible for damage and injury caused by their child's misconduct. Wherever a student damages, defaces in any way or steals any school district property, the parents or guardians of that student shall be liable for restitution. This same

liability will prevail even if the damage or loss was not intentional, but resulted from other negative or inappropriate behavior not acceptable on District property.

The SCUSD will seek restitution for any and all losses or damage to District property. The parent or guardian of a minor/student shall be liable to the school district for all property belonging to the district, loaned to the minor/student, and not returned upon demand of the employee of the District, authorized to make that demand. This applies to textbooks, technology, classroom materials, physical education equipment, elective course supplies and equipment, and calculators.

SCUSD shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct before withhold the pupils grades, diploma, or transcripts pursuant to this subdivision. When the minor and parent are unable to pay for the damages, or to return the property, the school district shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the pupil shall be released. [EC 48904 (b) (2)]

HEALTH SERVICES

■ **Student Wellness is of Concern to us All**

The District's Student Wellness Policy (BP 5030) addresses three areas: Physical Activity, Wellness Education, and Nutrition. The Physical Activity goal addresses the amount of Physical Education a student receives while in our district. The Wellness Education goal deals with what, when, and where a student learns about staying healthy for the rest of his or her life. And the Nutrition goal outlines standards for what food is sold, served or distributed on campus.

This policy aimed at improving the health, attendance rate and academic performance of our students was adopted and implemented in response to Federal government requirements, state laws and the obesity epidemic affecting children. We would like to ask for your cooperation in helping our students become and stay healthy.

Food and beverages that are commonly considered unhealthy will not be permitted to be sold or served on campus during school hours.

- The easiest way to think about this is no candy, cookies, cupcakes or carbonated beverages.

As we've implemented this policy, we continue to discover healthy food options and other fund raising ideas. This applies to the cafeteria, student stores, vending machines and fund raisers.

There are a few exceptions however:

- After school fund raisers are encouraged to offer 50% healthy food choices;
- School sponsored events (dances, etc.) are encouraged to offer 50% healthy choices for free food served;
- Curriculum activities, including multicultural food fairs, are encouraged to prepare and offer healthy food choices; and,
- Vending machines have a 24 hour, 7 day ban on unhealthy food and carbonated beverages.

In keeping with the Board Policy, when student's share special events, such as birthdays, with the entire class we encourage parents to bring:

- Non-food items, such as pencils, unique erasers, or arrange for music or storytelling.
- If food items are brought to class, we encourage that they all be healthy food items.

Multicultural food fairs are a big part of campus life and a part of learning about how others live. However, we encourage students to highlight the healthy food options of their favorite culture. If you have any questions about what is appropriate, contact your teacher or principal.

These goals do not affect what a student brings from home for lunch or snacks for his or her own consumption. However, we encourage parents to practice good nutrition at home and, if your child brings a lunch to school, to ensure that it offers a variety of healthy choices for your child. We encourage students to not share lunches and snacks brought from home.

By linking the Physical Activity, Wellness Education, and Nutrition Policies into a comprehensive package, and you as a parent doing your part, we can be

consistent with the message we send our students regarding the importance of their health.

■ Physical Examinations

For each child enrolling in the District for the first time, including for kindergarten or first grade, the parent or guardian must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file a waiver with the school district stating the reasons you are unable to obtain such services. You may have your child immunized at the same time that the physical examination is conducted. [EC 49450; HSC 124085, 124100, 124105]

These services may be available to you at no cost through the Child Health and Disability Program. For information, contact:

Santa Clara County Health Department
976 Lenzen Avenue, San Jose, CA 95126
(408) 792-5550 or toll free (800) 689-6669

If you want your child to be exempt from physical examinations at school, file a written statement annually with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [EC 49451; PPRA]

■ Oral Health Assessment Requirement

Many things impact a child's school progress and success, including health. Children must be healthy to learn, and children with cavities are not healthy. Baby teeth are not just teeth that will fall out. Children need their teeth to eat properly, talk, smile, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school.

Parents or guardians must have their child's oral health assessed and have proof of the assessment by May 31 of the student's first school year (kindergarten or first grade). Assessments within the 12 months before the child enters school also meet this requirement. The assessment must be done by a licensed dentist or

licensed or registered dental health professional. [EC 49452.8]

■ Immunizations and Tuberculosis Testing

A child shall not be unconditionally admitted to school unless he/she has been fully immunized against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella, varicella (chicken pox), hepatitis B in the manner and with agents approved by the California Department of Health unless provisions for medical exemption have been made or child is homeless or foster youth. Students shall not be admitted or advanced into the 7th grade unless he/she has been fully immunized against pertussis (whooping cough/Tdap booster and varicella) per Health and Safety Code 120335.1. All students must present evidence of having been screened for tuberculosis within 12 months of registering or enrolling in school. Any student not fulfilling these conditions shall be excluded in the manner set forth in Section 3389 Santa Clara County Mandate. [HSC 120325, 120480; EC 48216, 49403; 17 CCR 6000-6075; 42 USC 11432(C)(i); ne]

■ Administering Medication at School

Any student who must take medication (prescription or over the counter) during school hours may be assisted by school staff provided there is: 1) A written prescription from the California licensed health care provider detailing the name of the medication, dosage, time to be given, frequency, route and duration and 2) Written parental request and permission for student to receive the medication as prescribed. [EC 49423]

Medication Authorization Forms are available from the school office and must be renewed annually. Medications must be supplied in the original container. Any student who wishes to carry and self-administer prescription auto-injectable epinephrine and/or self-administered inhaled asthma medication must submit a written statement of instruction from their health care provider that includes a statement that the student is able to self-administer such medication, and a statement from the parent consenting to the self-administration, as well as a release. Forms are available from the school office. Any student who uses these medications in a manner other than prescribed is subject to discipline. [EC 49414, 49414.5, 49423, 49423.1, 49480; ne]

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the district designee of the medication being taken, the current dosage, and the name of the supervising physician. [EC 49480]

■ Health Screenings

All students are screened for vision and hearing in grades K, 2, 5 and 8 and students new to California schools. Students may also be screened if the parent, teacher or school nurse suspect a vision or hearing problem or for special education assessments. Parents will be notified and referred for further follow-up only when a problem is identified. All 7th grade girls and 8th grade boys may be screened for scoliosis (spinal curvature problem). These screenings will be administered unless you annually present to the school a certificate from a physician or optometrist verifying prior testing or a letter stating it violates your faith in a recognized religious belief. [EC 49451, 49452, 49452.5, 49455, 49456; ne]

■ Illness

For the safety and protection of all, students should not attend school and may be sent home for any symptom listed below:

1. Fever of 100 degrees or higher. Students must be fever-free (without the use of fever-reducing medication) or at least 24 hours before returning to school.
2. Diarrhea and/or vomiting. Students must stay home until symptom free for 24 hours, or for 48 hours during an outbreak of gastro-intestinal illness.
3. Any severe illness
4. Rash (new or undiagnosed)
5. Communicable disease as per Santa Clara County Public Health Department.

A doctor's note may be required to excuse extended illnesses.

■ Sun Protection

Students, when outdoors, can wear sun protective clothing, including, but not limited to hats. Students may also apply sunscreen during the day without a doctor's note or prescription. [EC 35183.5, 35291, 35294.6]

■ **Releasing Students for Confidential Medical Services**

Students (grades 7-12) and parents are notified that students may be excused from school to obtain any confidential medical services without parental consent. [EC 46010.1; ne]

■ **Medical and Hospital Insurance for Students**

Pupils injured at school sponsored events ARE NOT covered by District insurance. Information regarding student insurance may be obtained at the office of each school. The school district assumes no liability for accidents to pupils at school. [EC 32221.5, 49472; ne]

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. [EC 49471]

Enrollment in a Health Care Plan

All children enrolling in kindergarten, first grade, or transferring into the district and their families must be enrolled in a health care plan. There are several options for getting a health plan; through an insurance agent, or low cost provider such as Medi-Cal and Covered California at (800) 300-1506 or online at www.coveredca.com. [EC 49452.9; PPACA]

School-Sponsored Athletics

If student participates in school-sponsored athletics other than physical education or athletic event during the school day, parents/guardians and the student athlete are required to annually; (1) complete a concussion awareness form, and (2) complete a sudden cardiac arrest awareness form. [EC 33479, 49475]

■ **Drug, Alcohol, and Tobacco Prevention**

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any District activity is strictly prohibited. Beginning

in January 2017, “tobacco product” is defined as (i) any product made or derived from tobacco or nicotine that is intended for human consumption, regardless of how consumed; (ii) an electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device (commonly known as “e-cigarettes”); or (iii) any component, part or accessory of a tobacco product. Except for members of the military, possession of tobacco by those under 21 is illegal and can lead to a \$75 fine or 30 hours of community service. It is illegal to possess synthetic marijuana. School districts may adopt no smoking policies. The District has adopted a policy banning electronic-cigarettes (e-cigarettes) and other vapor delivery devices. [EC 48900, 48901; HSC 11357.5, 11375.5; BPC 22950.5(c); PC 308]

Marijuana (Cannabis)

A student who unlawfully possessed, used, sold, otherwise furnished, or was under the influence of cannabis is subject to expulsion. Any person 18 or older who possesses, sells, dispenses, distributes, furnishes, administers, gives; or offers to sell, dispense, distribute, furnish, administer, or give; or possesses for sale any, concentrated cannabis, synthetic cannabinoid compound, or any synthetic cannabinoid derivative, to any person, can be imprisoned in a county jail not exceeding six (6) months, or by a fine not exceeding \$1,000, or by both. Any person 18 or older possessing marijuana on district property during the school day, depending on the amount and number of offenses, can face consequences including \$250 to \$500 fine and imprisonment for ten (10) days. Any person younger than 18 possessing marijuana, depending on amount and number of offenses, faces up to forty (40) hours of community service, ten (10) hours of drug education, sixty (60) hours of counseling. [EC 48900; HSC 11357, 11357.5]

INSTRUCTION

■ **California State Academic Standards**

California, along with most other States, developed and adopted common academic standards in core curriculum areas. These standards are rigorous, internationally benchmarked, and research and evidence based.

Each state, and each district in California decides how they will teach and what resources they will use. More information can be found at www.cde.ca.gov/re/cc/ or www.corestandards.org. California launched a new computer-based student testing system that ties to the standards for English language arts and mathematics called the California Assessment of Student Performance and Progress (CAASPP). The new tests include the Smarter Balanced Assessment Consortium Assessments, California Science Tests (CAST), California Alternate Assessments (CAA), and Standards-based Tests in Spanish (STS) for Reading/Language Arts. Parents can opt their child(ren) out of CAASPP testing by submitting a written letter. More information about the CAASPP can be found at www.cde.ca.gov/ta/tg/ca/. [EC 60119, 60604.5, 60615]

English Language Learners are evaluated with the English Language Proficiency Assessments for California (ELPAC) and to identify and measure their progress in English Language proficiency. Students in grades 5, 7, and 9 also participate in Physical Fitness Testing (PFT).

■ LCFF and LCAP

The Local Control Funding Formula is California's school finance system. To most districts, it provides a uniform base grant per student plus additional funding for students with greater educational need including foster youth, homeless, low income and English learners. Because Santa Clara Unified is considered a basic aid or community funded district, where property tax revenue exceeds the state funding, we do not receive LCFF funding allotments but are still held to the same accountability measures. More information about the LCFF is available at www.cde.ca.gov/fg/aa/lc/.

The Local Control Accountability Plan (LCAP) is the 3-year guiding document that focuses on goals and actions based on needs that the district identifies. The plan describes the overall vision for students, annual goals, actions to achieve the goals and how the district's budget will help achieve the goals. Districts are required to obtain feedback on the plan from parents, students, staff, and the community. Anyone can comment to the school board regarding LCAP proposals or expenditures either by submitting comments in writing or at a public hearing held by the school board for that purpose. An annual review and

update of the plan is required. [EC 305, 52060, 52062, 52066; ne]

Homeless, Foster, and Juvenile Court Youth

Foster, homeless, and juvenile court youth have special rights related to graduation and partial high school credits. They also the right to an adult to help make educational decisions. More information can be found at the California Foster Youth Education Task Force, www.cde.ca.gov/ls/pf/fy/fosteryouthedrights.asp. Foster and homeless youth also have special rights associated with college, and certain considerations in school discipline. The District Uniform Complaint Procedure may be used to file a complaint. [EC 48645.3, 48645.5, 51225.1, 56055; 5 CCR 4622; WIC 361, 726]

Language Learning Programs

District language learning programs offered include:

Transitional — classes taught in both English and foreign language of students

Structured English Immersion — nearly all classroom instruction is in English. [EC 306, 310(b)(2)]

■ Parent Request for Teacher Professional Qualifications

Parents shall be notified that they have a right to request and receive information regarding the professional qualifications of their children's classroom teachers, including:

- a) Whether the teacher has met state qualifying and licensing criteria to teach for the grade levels and subject areas taught by the teacher.
- b) Whether the teacher is teaching under an emergency permit or other provisional status through which the license criteria have been waived.
- c) The teacher's BA/BS degree major and whether he or she holds any other graduate certificate or degree and the field of discipline of the certificate or degree.
- d) Whether the child is provided service by a paraprofessional, if so, the paraprofessional's qualifications. [ESEA; 20 USC 6311; 34 CFR 200.61]

■ Physical Education Requirement

Every student is required to take physical education unless legally exempt under Education Code 51241 or 51246. When there is legitimate reason for a student to be excused from physical education for three days or less, the parent should send a note with the student to the health office. Anytime an excuse exceeds three days, a form must be completed and signed by a physician. [EC 51222]

■ Health Education Program

Good health is one of your child's most valuable possessions. Managing one's lifelong health is becoming increasingly important. Santa Clara Unified is committed to your child's overall education.

In order for students to develop the attitudes, knowledge and skills needed to maintain and enhance their positive health behaviors, the district has developed a comprehensive health education program.

Parent portal link from Health Connected <http://lets-talk.how/>.

The program helps children understand the importance of their good health and to develop and maintain positive health traits. Our program integrates health concepts throughout the school curriculum. As part of this program, students will be provided with information relevant to their physical, social and psychological health and well-being.

The content of the health education courses has been carefully prepared and designed by teachers and health educators for the appropriate age and comprehension level of your child. Some of the major topics covered will include: alcohol, tobacco and other drugs, major body systems, human growth and reproduction, communicable diseases, safety and relationships. The primary goal of the program is to provide students with a better understanding of their responsibility to their own health and to the health of others.

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. [EC 51240]

Family Life, Human Development, and Sexual Health Education

Your child will be taking classes in compliance with the California Healthy Youth Act. These will include instruction in comprehensive sexual health education, HIV prevention education, and research findings regarding pupil health behaviors and risks. Any written and audio-visual educational materials planned for use are available for inspection prior to the start of classes. You may have copies of non-copyrighted material that will be presented by a consultant or guest speaker for ten cents (10¢) per page. You will be notified before such instruction, and have a right to request, in writing, that your child not participate in any or all activities. You may withdraw this request at any time. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. At the discretion of the District, staff gives such instruction. If taught by a consultant or guest speaker, or in an assembly, parents will receive notice of the dates, name of organizations, and affiliation of speakers by mail or other commonly used method of notification at least 14 days prior to the dates of the class or assembly. During this class, students in grades 7-12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, or questionnaires measuring student attitudes toward health, sex, and risk behaviors. Copies of Education Code Sections 51933, 51934, and 51938 can be requested from the District or can be obtained online at www.leginfo.ca.gov. [EC 51933, 51934, 51937-51939]

Dissection of Animals

Except as otherwise provided in Section 32255.6, any pupil with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection, upon notification by the school of his or her rights pursuant to Section 32255.4. An alternate education project will be developed. A student's objection to participating in an educational project pursuant to this section shall be substantiated by a note from his or her parent or guardian. [EC 32255; ne]

Constitutionally Protected Prayer

No district policy prevents, or otherwise denies participation in, constitutionally protected prayer. [BP 6141.2]

Surveys Regarding Personal Beliefs and Practices

The Protection of Pupil Rights Amendment (PPRA) affords parents of minor children and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

1. A student’s parent/guardian shall provide prior written consent before the student is required to participate in a survey inquiring about one or more of the following:
 - a) Political affiliations or beliefs of the student or student’s family or his/her parent/guardian
 - b) Mental or psychological problems of the student or his/her family
 - c) Sexual behavior or attitudes or personal beliefs and practices in family life or morality
 - d) Illegal, anti-social, self-incriminating, or demeaning behavior
 - e) Critical appraisals of other individuals with whom the student has close family relationships
 - f) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers
 - g) Religious practices, affiliations or beliefs of the student or his/her parents/guardians
 - h) Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program
 2. Notwithstanding the above requirements, the district may administer to students in grades 7-12 anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys about student attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request, in writing, that their child not participate. [EC 51938]
- If a student participates in a survey requesting information about beliefs and practices as identified above, school officials and staff members shall not request or disclose the student’s identity.
- Health Examinations:
- Authorized school officials may administer to any student any physical examination or screening permitted under California law. However, no student shall be subjected to a nonemergency, invasive physical examination without prior written notice to his/her parent/guardian. [20 USC 1232h]
- Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, vision, or scoliosis screening. [20 USC 1232h]
- a) Any other protected information survey, regardless of funding
 - b) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law and
 - c) Activities involving collection, disclosure, for use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
3. A parent/guardian shall have the right to inspect upon request:
 - a) Instruments used to collect personal information from students for marketing or sales, or about beliefs and practices.
 - b) Instructional material used as part of the educational curriculum
 - c) No student shall be subject to penalty for his/her parent/guardian’s exercise of any of the rights state above
- Parents/eligible students who believe their rights have been violated may file a complaint with:
- Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

[BP/AR 5022; 51513, 60614, 60615; PPRA; 34 CFR 98; ESEA]

■ Academic Honesty

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules.

Academic Honesty describes cheating and collusion as the act of obtaining or attempting to obtain credit for academic work by using dishonest means which may include but are not limited to:

1. Copying, in part or whole, another's homework assignments, paper, examination, paper research, creative project, etc.
2. Submitting homework, paper, examination, paper research, creative project, etc. which have been purchased, borrowed, or stolen.
3. Intentional falsification or invention of data or a source in an academic exercise.
4. Using notes, or materials not specifically authorized by the instructor during an examination.
5. Any collaboration between a student and another person at times or in ways which are not permitted by the instructor. [BP 5131.9]

■ District Courses

District courses, grade level/course expectations, curriculum, and instructional materials are aligned with California State Standards.

Course and grade level information and a list of approved instructional materials are available at each school site and on the district website. Parents/Guardians have the right to review all course material.

The District prepares a Course Catalog with this information for high school courses which is available

at each high school and on the district website. [EC 49091.14, 51101; PPRA; ne]

■ Homework/Makeup Work

The Governing Board recognizes that homework contributes toward building life-long learning habits. Appropriate homework reinforces and extends classroom learning.

The Superintendent or designee shall ensure that administrators and teachers develop and implement an effective homework plan at each school site. As needed, teachers may receive training in designing relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives.

Insofar as possible, parents/guardians shall be a contributing resource.

To further support students' homework efforts, the Superintendent or designee may establish opportunities where students can receive encouragement and clarification about homework assignments. The Board encourages the Superintendent or designee to design class and transportation schedules that will enable students to make use of homework support services. [BP 6154]

Makeup Work

Students who miss school work because of an excused absence or tardy shall be given the opportunity to complete all assignments and tests. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. [BP 6154; EC 48205]

Students who miss school work because of unexcused absences shall be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure. [BP 6154]

The teacher of any class from which a student is suspended may require the student complete any to assignments and tests missed during the suspension. [BP 6154; EC 48913]

Guidelines for Formulating Homework

1. Appropriate homework assignments include practice or enrichment activities, research or individual study projects, reading in preparation for class, and review for unit tests and examinations. Principals and teachers will work collaboratively so that every reasonable attempt will be made to balance the number of papers, assessments and projects that are due on any given day.
2. Homework should be based on student's needs, abilities, individual skills and/or interests.
3. Homework guidelines should be clearly communicated to students and parents/guardians. [AR 6154]

Guidelines for Assigning Homework

1. Teachers should assign reasonable amounts of homework in relation to the age and ability of the students, the requirements of the class, and the purpose of the assignment. Long-term assignments should have intermediate checks by the teacher. In addition to the minimum 20 minutes of reading, the following guidelines are suggested and based on students developing regular practice to reinforce classroom learning.

Kindergarten	No more than 10 minutes 2 days per week
Grade 1	10-20 minutes 2-3 days per week
Grade 2	10-20 minutes 3-4 days per week
Grade 3	15-25 minutes 3-4 days per week
Grade 4	30-40 minutes 4 days per week
Grade 5	30-50 minutes 4 days per week
Grade 6-8	30-60 total minutes per day 4-5 days per week
Grade 9-12	8-10 total hours per week
AP/Honors Classes	expect more than guidelines suggest
2. The school principal or designee shall be responsible for coordinating the school's homework practices so that assignments are balanced with respect to

amounts given in any one day and in any particular subject area. [AR 6154]

Guidelines for Evaluation Homework

1. Written homework shall be evaluated for accuracy and/or completeness across inter-disciplinary lines, and that evaluation shall be included in the grading process.
2. Other types of homework, such as reading, reviewing for tests and examinations, and other home learning experiences, should be acknowledged and/or reviewed and should serve to enhance student achievement in class.
3. All students are encouraged to read a minimum of 20 minutes per day beyond assigned homework. [AR 6154]

■ Student Use of Technology

The Governing Board intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

The K-5 and Grade 6-12 Student Responsible Use Agreements are outlined in this section. Please review these with your student and complete the form on page 2 acknowledging agreement.

Annually, before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall sign and return the Agreement for Student Use of Technology specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update District policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

Use of District Computers for Online Services/Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced.

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides and volunteers assist in this supervision.

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. [BP 6163.4; EC 51006, 51007, 60044; PC 313, 502, 632, 653.2; 15 USC 6501-6506; 20 USC 6751-6777; 47 USC 254; 16 CFR 312.1-312.12; 47 CFR 54.520]

Administrative Regulation [AR 6163.4]

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this administrative regulation, the accompanying Board policy, and the district's Responsible Use Agreement describing expectations for appropriate use of the system shall also be provided with information about the role of staff in supervising student use of technological resources. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or library media specialists shall prescreen technological resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and the age of the students.

Student Responsible Use Agreement Grades K-5

The Internet and technology resources are important tools for you to use in your education. However, it is important that you are safe and responsible in your use of these resources. In order to use them, you must follow these rules:

1. Educational Purpose:

You must use the resources only for your school-related work. This means that all the web sites you access are related to assignments your teacher gives you.

2. Privileges:

The use of technology resources is a privilege. If you do not follow the rules of this agreement, your privileges may be taken away and you may be disciplined according to school and district rules and the law.

3. Digital Citizenship:

You are expected to be a good citizen in all of your communications. If your Internet usage at home or at school is disruptive to the school community, you may be disciplined according to the district's policy and/or the law.

4. Personal Responsibility:

You must not access, create or send anything that is inappropriate including threatening, obscene, disruptive, harassing, or illegal material. You should tell a teacher or another adult at the school if you accidentally see something inappropriate.

5. Cyberbullying:

Cyberbullying is against the law and is not allowed by the district. You must not post information that you know is private or not true about someone else. You must not post photographs of other people online. You should tell a teacher or another adult at the school if you know of any bullying behavior.

6. Plagiarism and Copyright:

You must not take the ideas or writings of others and presenting them as if they were yours. You must not make copies of copyrighted songs, digital images, movies or other works.

7. Safety Requirements:

You must not tell your logins/ passwords to another person, except to a teacher or other adult at school. You must never use another person's login/password. You must never share your full name, your home address, or your telephone number online. You must not write another student's full name, address, or phone number online. You should immediately tell your teacher or other school adult if you receive anything that is inappropriate or makes you feel uncomfortable.

8. Vandalism:

You must not vandalize the network or harm equipment.

9. No Reasonable Expectation of Privacy:

You must understand that the information you access or post online is not private because it can be accessed by your teachers or principal, and possibly by other people.

10. Responsibilities for Damages:

Your parents can be held financially responsible for any harm that may result from your intentional misuse

of the system. Signing this agreement, acknowledges this potential financial responsibility.

Student Responsible Use Agreement Grades 6-12

Technological resources are important tools for furthering the district's educational mission. This agreement outlines the expectations and responsibilities for you to use these resources.

1. Educational Purpose:

The school's technological resources shall be used only for purposes related to education and research and within the educational goals and objectives of the Santa Clara Unified School District. This means that you may use the system for classroom activities, professional or career development and research. The district reserves the right to monitor any on-line communications or other network usage. You may not use the system for commercial purposes.

2. Privileges:

The use of computing resources is a privilege, not a right. The district may place reasonable restrictions on the material you access or post through the system, and violation of the law or this agreement shall result in cancellation of those privileges. If a user loses his/her privilege to use the technology, alternative means of acquiring information will be provided.

3. Personal Responsibility:

You shall report any security problem or misuse of the technological resources to the teacher or school administrator. You shall not knowingly access nor transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. Cyberbullying is prohibited by law and district policy. If you mistakenly access inappropriate information, you should immediately report this access to a teacher or school administrator.

4. Plagiarism and Copyright:

You may not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

Copyrighted materials may not be placed on the technological resources without the copyright holder’s permission. The user needs to be mindful that most printed text or graphics accessed via the Internet, CD ROM’s, and other software is copyrighted. Users may download copyrighted material only for their own use.

5. Safety Requirements:

While utilizing the network or on-line service users are expected to be polite, use appropriate language, and not use the network in any way that would disrupt the use of the network by others. No personal information such as your home address or personal phone numbers or those of students or colleagues is to be posted at any time. You may not forward a message that was sent to you privately without permission from the person who sent you the message. You will promptly disclose to your teacher or other school staff any message that you receive that is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a staff member.

6. Privacy:

You shall not read other users’ mails or files; you shall not attempt to interfere with other users’ ability to send or receive electronic mail, nor shall you attempt to read, delete, copy, modify or forge other users’ mail or files. You will not post or share false or defamatory information about a person or organization. You will not post or share private information or photographs of others.

7. Security /Vandalism:

You are responsible for the proper use of any account that is issued in your name at all times. You will not share your account with another user. You may not attempt to gain unauthorized access to or disrupt any district or other computer/network system. Vandalizing the system by spreading viruses, engaging in any unlawful acts, or by any other is a violation of this agreement.

8. No Reasonable Expectation of Privacy:

You should not expect privacy in the contents of your personal files and records of your online activity on the district’s network. The district’s monitoring of Internet usage can reveal all activities you engage

in when using the district’s system. Maintenance and monitoring may lead to discovery that you have violated this agreement, the student conduct policy, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this agreement, or the law.

9. Violations of this Agreement:

In the event there is a claim you have violated the law, this agreement, or the district’s student conduct policy, your access to the technological resources may be terminated and/or you may be disciplined under the district’s student conduct policy.

10. Responsibilities for Damages:

You and/or your parents can be held financially responsible for any harm that may result from your intentional misuse of the system. Signing this agreement, acknowledges this potential financial responsibility.

[AR 6163; EC 51006, 51007, 51870-51874, 60044; PC 313, 502, 632, 653.2; 15 USC 6501-6506; 20 USC 6751-6777; 47 USC 254; 16 CFR 312.1-312.12; 47 CFR 54]

High School Graduation Requirements

The Graduation Requirements are in effect for all students entering high school in the Santa Clara Unified School District. [BP 6146.1]

High School Graduation Requirements compared to Ed Code and UC/CSU Requirements

SUBJECT REQUIREMENTS	HS Graduation Requirements		Admission Requirements	
	SCUSD	EC	UC	CSU
(a) History/Social Science	30	30	20	20
(b) English	40	30	40	40
(c) Mathematics (includes Algebra I)	20	20	30 ⁺¹⁰	30 ⁺¹⁰
(d) Science	20 *	20	20 [†]	20 [†]
(e) Foreign Language	10		20 ⁺¹⁰	20
(f) Visual and Performing Arts / Practical Arts	15 ^Δ	20	10 [‡]	10 [‡]
Career Technical Education				
(g) Electives (approved College Prep)	70		10	10
Physical Education (includes health requirement)	25	20		
Community Service (hours)	20			

SUBJECT REQUIREMENTS	HS Graduation Requirements		Admission Requirements	
	SCUSD	EC	UC	CSU
	230			

Department of Education, www.cde.ca.gov/ci/ct. [EC 48980, 51229]

College or Career Counseling

High school counselors are trained to help students prepare for college or career planning. They take students through all the steps so nothing is missed including information about financial aid, requirements, and careers. Most counselors are available by appointment and will meet with students and their families. [EC 48980, 51229]

PUPIL RECORDS

You and your children over 18 have the right to review, get copies, and inspect their school records. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, and health information. The records are maintained at the school sites by the Principal or designee. There is someone to help interpret the material. You may have copies made for ten cents (10¢) per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge the records if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer’s expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You can file a complaint about how your request was handled with the district or with United States Department of Education. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student’s record. [EC 8484.1, 49063, 49060, 49068, 49069, 49069.3, 49070-49079.7, 51101, 56043, 56504; CC 1798.24(t); FERPA; 20 USC 1232(g); 34 CFR Part 99; ne]

Student Records

The “Family Educational Rights and Privacy Act of 1974” (PL 93-380). This act requires the parents,

- * 10 units in Life Science, plus 10 units in Physical Science
- Δ Minimum of 5 units each from each Visual, Performing, and Practical Arts
- +10 One additional year is recommended in Mathematics for both UC and CSU, and in the same Foreign Language for UC
- † Specifics of courses vary from UC to CSU
- ‡ UC and CSU accept only Visual and Performing Arts

University of California / California State University Admission Requirements

Admission to the University of California requires completion of the 15 yearlong high school course list. These courses are also known as the “a-g” subjects. At least seven of the 15 yearlong courses must be taken in the student’s last two years of high school. A GPA of 3.0 (B) or higher is required for California residents.

Admission to the California State Universities requires a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A GPA of 2.0 (C) or higher is required for regular admission. Admittance is based on an eligibility index that combines multiple items. Transfer students are accepted. [EC 48980, 51229]

In addition to the a-g course requirements, students must also take the SAT or ACT.

Links to University of California/California State University requirements:

www.calstate.edu/datastore/admissions.shtml

www.csumentor.edu/planning/high_school/

www.hs-articulation.ucop.edu/agcourselist

Career Technical Education

SCUSD students in grades 7-12 may participate in a variety of Career Technical Education programs involving a sequence of courses that integrate core academic, technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. More information is available about Career Technical Education at California

legal guardians and eligible 18 year-old students to have the right to inspect and review any and all official records, files and data directly related to the student. These include the cumulative record folder, specifically including, but not necessarily limited to, identifying data, academic scores on standardized and psychological tests, interest inventory results, health data, family background information, teacher or counselor rating and observations and verified reports of serious or recurrent behavior patterns. Complaints may be filed with the following office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605

Student Data from Social Media Websites

School Districts may now adopt a plan to gather student information from social media websites. The Governing Board has not adopted such a plan, but may consider it in the future. The information would pertain only to student or school safety, and must be destroyed within one year of the student leaving the District or turning 18. [EC 49073.6]

■ Inspection of Records

Parents and eligible students have the right to inspect and review the student's education records within 5 days of the day the school receives a written request that identifies the record(s) they wish to inspect. The principal or guardian of records will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. [EC 49069]

■ Maintenance of Records

A record shall be maintained for each pupil which lists all persons or organizations requesting or receiving information from said record. Requests for access to the records should be directed to the school principal. [EC 49064]

■ Request to Amend Student Educational Record

Following inspection and review of a pupil's records, the parent or eligible student may file a request to

remove any information which the parent alleges to be inaccurate, misleading or inappropriate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. [EC 49070]

■ Hearing of Request to Amend Student Educational Record

A district superintendent or governing board may convene a hearing panel to analyze the parental or student request for the amendment of pupil related information provided that the parent has given written consent for release of said information. [EC 49071]

■ Parent's Statement regarding Disciplinary Action

Whenever information concerning any disciplinary action is included in a pupil's record, the school district shall allow the pupil's parent to include a written statement or response concerning the disciplinary action. [EC 49072]

■ Release of Records

A school district may permit access to pupil records to any person for whom the parent of the pupil has executed written consent specifying the records to be released; and identifying the party to whom the records may be released. The recipient must be notified that the transmission of information to others is prohibited. The consent notice shall be permanently kept with the pupil's record file. [EC 49075]

■ Transfer of Records

Whenever a pupil transfers from one school district to another or to private school, the pupil's permanent record or a copy shall be transferred by the former district or private school upon request from the district or private school where the pupil intends to enroll. Any school district requesting such a transfer of a record shall notify the parent of his right to receive a copy of the record and a right to a hearing to challenge the content of the record. [EC 49068]

For a smoother transition, through a relationship established with the Department of Defense and the California Department of Education, the District has established guidelines for transferring credits and meeting graduation requirements of students from military families. [EC 51250]

■ **Compliance with Court Order**

The school shall furnish information in compliance with a court order and notify the parent and student in advance of this action. [EC 49077]

■ **Access Without Written Consent**

School officials with legitimate educational interests, schools of intended enrollment, specified federal and state educational administrators and those who provide financial aid are entitled access to pupil records without parental consent pursuant to court order. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [EC 49076-49078]

Santa Clara Unified School District is participating with the California Longitudinal Pupil Achievement Data System (CALPADS) Program in the electronic transfer of student data for state reporting to the California Department of education and to districts and/or public post-secondary institutions to which the student is transferring or applying for admission. All data maintained by the CALPADS Program is in compliance with federal and state privacy and confidentiality requirements. Student information is encoded such that no personally identifiable information is retained by CALPADS. Parents have the right to inspect student information maintained by the CALPADS Program. Contact your school principal to initiate this procedure.

■ **Release of Directory Information**

Directory information, which includes the following items: student's name, address, telephone number, email address, date of birth, field of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous public or private school attended by the student may be released according to local policy. The superintendent or designee may authorize the release of student directory information to representatives of the news media, prospective employers or non-profit organizations as provided by law.

The Superintendent or designee may limit or deny the release of specific categories of directory information to any public or private nonprofit organization based on his/her determination of the best interests of district students. [EC 49073]

Military services representatives shall have access to directory information. You may have the district withhold any of this information by submitting a request in writing at the beginning of the school year. Written notification received after the date specified will be honored, but the student's information may have been released in the interim. In the case of students with exceptional needs or who are homeless, no material can be released without parent or guardian consent. [BP 5125.1; EC 49061(c), 49070, 49073(c), 56515; FERPA; ESEA; ne]

■ **Release of Directory Information to Military and Colleges**

Colleges and prospective employers, including military recruiters, shall have access to directory information. Military recruiters shall have access to a student's name, address, and telephone number, unless the parent/guardian has specified that the information not be released in accordance with law and administrative regulation. This form can be found in Appendix C of this handbook. [BP 5125.1; EC 49603(l); 10 USC 503; 20 USC 7908]

Release of Statistical Data

A school district may release statistical data when such action would be in the best educational interests

of the pupils and provided that no pupil may be identified. [EC 49074]

STUDENT ACHIEVEMENT AND ASSESSMENT

■ Regulations Regarding Pupil Achievement

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [EC 49067]

■ School Accountability Report Card

The School Accountability Report Card is available on request, and is available annually by February 1st on the Internet at www.santaclarausd.org/sarcs. It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [EC 33126, 32286, 35256, 35258, 51101]

■ Grades

- a) The grade given to each pupil shall be the grade determined by the teacher of the course, and the determination of the pupil's grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, shall be final. [EC 49066]
- b) The governing board of the school district and the superintendent, shall not order a pupil's grade to be changed unless the teacher who determined such grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which such grade was given and is, to

the extent practicable, included in all discussions relating to the changing of such grade. [EC 49066]

- c) No grade of a pupil participating in a physical education class may be adversely affected due to the fact that the pupil does not wear standardized physical education apparel because of circumstances beyond his or her control. [AR 5121; EC 49066]

■ Pupil's Progress

Each school district shall prescribe regulations requiring the evaluation of each pupil's achievement for each marking period and requiring a conference with or a written report to the parent of each pupil whenever it becomes evident to the teacher that the pupil is in danger of failing a course. The refusal of the parent to attend the conference or to respond to the written report, shall not preclude failing the pupil at the end of the grading period. [EC 49067]

■ Early Assessment Program (EAP)

The Early Assessment Program (EAP) is a joint program of the CDE, California State University (CSU), and the California Community Colleges (CCC). The EAP provides students with an early indicator of their college readiness in English and mathematics prior to starting the senior year. In addition, EAP may earn students an exemption from the CSU and participating CCC English and/or mathematics placement tests that are required for entering freshmen. EAP is now embedded in the CAASPP/Smarter Balanced Summative grade eleven ELA and mathematics assessments. Students taking the grade eleven CAASPP/Smarter Balanced ELA and/or mathematics will automatically be participating in the EAP. To provide appropriate information to students on their college readiness, students may voluntarily release their grade eleven CAASPP/Smarter Balanced ELA and/or mathematics results to the CSU and CCCs by checking a box on the final page before submitting their assessments. The results will not be used for admissions. For more information: www.cde.ca.gov/ci/gc/hs/eapindex.asp.

■ Components of the SCUSD Assessment System

SCUSD’s comprehensive, balanced assessment system serves multiple purposes: helping students and parents keep track of individual academic achievement; providing teachers with useful evidence to adjust instruction and curriculum if needed; and helping administrators monitor, evaluate, and improve school and district programs. The following table describes the various assessments used in SCUSD.

Tests and Requirements	Assessment Characteristics and Types of Scores	Purpose of Testing / Other Information
<p>District Formative and Interim Assessments – Writing, Literacy, Math, Science</p> <ul style="list-style-type: none"> District mandated 	<ul style="list-style-type: none"> Performance tasks and selected response. Tasks are based on the district’s Academic Content Standards, aligned to California Standards Standardized administrative and local scoring by trained teachers, using rubrics and specific examples of student work at each grade level and answer keys. Assessments are administered one on one, small group and whole class, both online and pencil/paper. Scores: Performance levels and cut points established by teacher leaders, TOSA’s and C & I directors. 	<ul style="list-style-type: none"> Careful analysis of individual performances provides rich information for teachers to guide future instruction. Group results provide districtwide evidence for program evaluation. Teacher collaboration and adjustment of instruction through scoring, reviewing assessments. Identification of students for intervention, acceleration, reclassification to Fluent English Proficient
<p>Math Diagnostic Testing (MDTP)</p> <ul style="list-style-type: none"> District Mandated 	<ul style="list-style-type: none"> Administered in Spring to Math 6 and Math 7 students, and 5th grade students by parent permission as part of a multiple measure placement matrix for student placement in the following year’s math course Administration is available timed and online only For more information: mdtp.ucsd.edu 	<ul style="list-style-type: none"> MDTP tests are designed to measure student readiness for a broad range of mathematics courses. The tests were developed to provide students and teachers with diagnostic information about student preparedness. This information can help students identify topics and skills that need more attention in courses.
<p>Reading Inventory (HMH, formerly Scholastic)</p> <ul style="list-style-type: none"> District Mandated 	<ul style="list-style-type: none"> Computer adaptive test that adjusts questions to find student reading fluency and comprehension level. Provides a Lexile score that is correlated with a range of “trade” reading books Administered to all 6th-8th graders in fall and spring and all secondary upon teacher request (as part of intervention identification) For more information: www.scholastic.com/education/assessment/literacy/sri-index.htm 	<ul style="list-style-type: none"> Teachers and students use Lexile scores to identify books that are most appropriate for the student’s level and encourages their interest and progress in reading fluency and comprehension. Teachers use Lexile scores for flexible grouping for instruction, and to identify students for intervention (Read 180). Used for accountability (LCAP and SPSAs)

Tests and Requirements	Assessment Characteristics and Types of Scores	Purpose of Testing / Other Information
<p>English Language Proficiency Assessments for California (ELPAC)</p> <ul style="list-style-type: none"> • State mandated for students who have a language other than English reported on the Home Language Survey, and annually for students identified as English Learners • Students may not be exempted from taking ELPAC 	<ul style="list-style-type: none"> • Grade TK-12 • Identified English level of proficiency or progress in listening, speaking, reading and writing • Individual and group administration • Paper/pencil only • English learners, or potential English learners with moderate to severe disabilities may be administered the CALPS, an alternative language assessment (survey) in accordance with their individualized education plan (IEP). • For more information about ELPAC: www.cde.ca.gov/ta/tg/ep/ 	<ul style="list-style-type: none"> • ELPAC Initial is administered to students who are entering a CA school for the first time and have a language other than English listed on their Home Language Survey. • ELPAC Summative is administered annually to English Learners between February and May. • Scores are used for ELD planning and student placement, to help decide intervention, as part of reclassification (RFEP), and to measure both progress (from level to level) and performance (reaching the level of “fluent”).
<p>The California Assessments of Student Performance and Progress (CAASPP) includes:</p> <p>Smarter Balance (SBA) English Language Arts and Math, California Science Test (CAST), California Alternate Assessments (CAA) in English Language Arts, Math, and Science.</p> <ul style="list-style-type: none"> • State mandated 	<ul style="list-style-type: none"> • English Language Arts and Math are administered in grades 3-8 and grade 11. • CAST will be a field test in spring 2018 for grades 5, 8, and high school. • All CAASPP test are administered online through a state-provided secure browser. • Tests have computer adaptive, selected response, and performance task sections. • Score reports are mailed home to parents in late August early September <p>CAA (California Alternate Assessments) are administered to students with moderate to severe disabilities in accordance with their IEP.</p>	<ul style="list-style-type: none"> • CAASPP is a summative assessment administered in the spring (April/May) • CAASPP is one indicator of a student’s progress towards state standards and college and career readiness. • For more information: www.cde.ca.gov/ta/tg/ca/ <p>Parent Exemption for CAASPP:</p> <p>California Education Code section 60615 provides, “Notwithstanding any other provision of the law, a parent’s or guardian’s written request to school officials to exclude his or her child from any or all parts of the assessments administered pursuant to this chapter shall be granted.”</p> <p>Section 852 of Title 5 of the California Code of Regulations further provides that parents or guardians may annually submit a written request to the school to excuse their child from any or all parts of the CAASPP for the school year. See 5 CCR 852(c). If you have questions regarding your child’s participation, please contact your child’s principal.</p>

Tests and Requirements	Assessment Characteristics and Types of Scores	Purpose of Testing / Other Information
Physical Fitness Test (PFT) <ul style="list-style-type: none"> State mandated 	<ul style="list-style-type: none"> Administered through P.E. classes in groups and one-on-one to grades 5, 7, 9 each spring. Performance based Scores entered and reported online by P.E. teachers. For more information: cde.ca.gov/ta/tg/pf/ 	<ul style="list-style-type: none"> Students, teachers, schools and the district can use results to help improve student fitness and make adjustments to P.E. curricula.
California Healthy Kids Survey (CHKS) and Staff and Parent School Climate Surveys <ul style="list-style-type: none"> District mandated 	<ul style="list-style-type: none"> CHKS is administered online annually and anonymously to all grades 5, 7, 9, 11 and all students in alternative programs. The adult survey is made available online for all staff and parents and is also anonymous. For more Information: cal-schs.wested.org/ 	<ul style="list-style-type: none"> The CHKS and adult school climate surveys provide self-reported social-affective data to principals, Site Councils, and district leadership to guide in planning and improving school climate and safety. Use for accountability reporting (LCAP, SPSA's)
The California High School Proficiency Examination (CHSPE)	<ul style="list-style-type: none"> The California High School Proficiency Examination (CHSPE) is a testing program established by the California law (EC 48412). The CHSPE consists of two sections: an English Language Arts section and a Mathematics section. The CHSPE is administered on a Saturday in October, March and June. For more information: www.chspe.net/ 	<ul style="list-style-type: none"> If eligible to take the test, a student can earn the legal equivalent of a high school diploma by passing the CHSPE. Passing the CHSPE does not, by itself, exempt minors from attending school. Although the data and assessment office receives and records the passing scores of SCUSD students, SCUSD does not coordinate or sponsor CHSPE testing.
PSAT, SAT, ACT	<ul style="list-style-type: none"> SAT and ACT are nationally normed tests which attempt to measure college readiness and predict future academic success. The PSAT is considered a preparatory test for the SAT, as well as the test that is used to identify potential National Merit Scholars. For more information about PSAT and SAT: https://collegereadiness.collegeboard.org For more information about ACT: www.act.org/ 	<ul style="list-style-type: none"> The PSAT is administered in students' sophomore year, and is paid for by SCUSD. The district also pays for students to take the SAT on a school-specified date in March. Contact your student's counselor for more information.
National Assessment of Educational Progress (NAEP) <ul style="list-style-type: none"> State mandated 	<ul style="list-style-type: none"> Administered annually, usually in January or February to randomly-selected small samples of students in grades 4, 8, and/or 12. Has both online, individual and group project components. The district is notified in early August each year which district schools will be selected for NAEP. Results are reported only at the state and national level (no individual, school or district reports are provided). For more information regarding NAEP: https://nces.ed.gov/nationsreportcard/ 	<ul style="list-style-type: none"> The National Assessment of Education Progress (NAEP) is the largest nationally representative and continuing assessment of what America's students know and can do in various subject areas. Assessments are conducted periodically in mathematics reading, science, writing, the arts, civics, economics, geography, U.S. history, and beginning in 2014, in Technology and Engineering Literacy (TEL).

DISCIPLINE

■ School Rules

You have a right to review school and district rules regarding student discipline. District and school student conduct and discipline rules, regulations, and procedures are specified in the School Handbook or Orientation Packet. If you wish to do so, please contact the school office. [EC 35291, 48980, 51101; ne]

■ Dress and Grooming

The principal or designee shall, in cooperation with teachers, students and parents/guardians, establish school rules governing student dress and grooming which are consistent with district policy and regulations. These school dress codes shall be regularly reviewed. Every school in the district has established their own set of dress codes. Please see your school's principal for a complete list. [BP 5132.1]

■ Release of Student to Peace Officer

When a school official releases a minor pupil from school to a peace officer for the purpose of removing the minor from the school premises, the school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor, except when a minor has been taken into custody as a victim of suspected child abuse. In those cases, the district shall provide the peace officer with the address and telephone number of the parent. The peace officer shall notify the parent or guardian. [EC 48906; PC 11165.6]

■ Parent Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in personal injury or damage to school property. They are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$19,600 in damages and another maximum of \$10,800 as adjusted annually by the California Department of Education for payment of a reward, if any.

Following due process procedures, the school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid

or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. Civil penalties may also be enforced with fines up to \$25,000. [EC 48900.1, 48904, 51101; CC 1714.1; GC 53069.5]

■ Student Search

The school principal or designee may search the person of a student, the student's locker, backpack or purse if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325]

■ Possession/Use of Cellular Phones and Other Mobile Communications Devices [BP 5131]

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes.

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, digital scanners, and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests.

If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the class period or school day.

In accordance with BP/AR 5145.12 – Search and Seizure, a school official may search a student's mobile

communications device, including, but not limited to, reviewing messages or viewing pictures.

Students shall not use mobile communications devices, even in hands-free mode, while driving on school grounds or to and from a school-related activity.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation. [BP 5131; EC 48901.5; ne]

■ Impersonation on the Internet

Pretending to be another pupil or real person other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a \$1,000 fine or imprisonment for up to one year. [EC 48900; PC 528.5]

■ Grounds for Suspension or Expulsion [EC 48900]

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) 1. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
2. Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- (n) Committed or attempted to commit a sexual assault as defined in Section 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
 - (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
 - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
 - (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) “Electronic act” means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, video, or image
 - (ii) A post on a social network Internet Web site, including, but not limited to:
 - (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1); (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated; (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (iii) An act of cyber sexual bullying. (I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other

electronic act. (II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities. [EC 35291, 48900, 48910]

Additionally, sexual harassment, hate violence, harassment, intimidation (grades 4-12) and threats and terroristic threats against school officials or school property or both (all students) may be recommended for suspension or expulsion. [EC 212.5, 233(e), 48900.2, 48900.3, 48900.4, 48900.7]

■ **Mandatory Suspension / Expulsion [EC 48915]**

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code Section 48915(c): The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

The impetus of this material is to make clear to everyone that consequences for these offenses are mandatory. Fortunately, the types of offenses described here occur quite infrequently in Santa Clara, but we don't want to leave any doubt in anyone's mind that the students who commit them will be appropriately disciplined. If students are to receive the best education possible, it is essential that we create an excellent educational climate at each one of our schools.

■ Student Suspensions

The Board of Trustees recognizes that maintaining an environment which promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify district behavior standards.

Except in cases where suspension or expulsion for a first offense is warranted in accordance with law, suspension or expulsion shall be imposed only when other means of correction fail to bring about proper conduct. [EC 48900.5]

Authority to suspend:

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the site administrator of the school in which

the pupil is enrolled determines that the pupil has committed one of the offenses outlined in Ed. Code 48900 and listed above (Grounds for Suspension and Expulsion).

No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off the campus.
4. During, or while going to or coming from, a school-sponsored activity.

Suspension Procedures:

1. Suspension from Class by a Teacher. A teacher may suspend any student from the teacher's class for any of the acts listed under Grounds for Suspension and Expulsion above, for the day of the suspension and the day following. [EC 48910]
2. Suspension by a school administrator for any of the acts listed under Grounds for Suspension and Expulsion above. A superintendent, principal, or principal's designee may suspend a student from school for not more than five consecutive school days. The principal may suspend upon a first offense, if the principal determines the student violated any of the offenses listed in section a-e of Section 48900 or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. [EC 48900.5]

The Board may suspend a student from school for any of the acts listed under Grounds for Suspension and Expulsion above, for not more than 20 school days in any school year, unless for purposes of adjustment, a student enrolls in or is transferred to another regular school, an opportunity school or continuation school or class, in which case suspension shall not exceed 30 days in any school year. [EC 48903, 48912]

■ Student Expulsions

Authority to expel:

Only the Governing Board may expel a student. Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature or where mandated by law, expulsion is usually used only when there is a history of misconduct, when other forms of discipline have failed to bring about proper conduct, or when the student's presence causes a continuing danger to the physical safety of the student or others. [EC 48915, 48911]

Expulsion Procedures:

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within thirty (30) school days after the principal or Superintendent determines that one of the acts listed under Grounds for Suspension and Expulsion has occurred.

An Administrative Hearing Panel, composed of three (3) or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled, will conduct a hearing and make a recommendation to the Governing Board.

■ Student Due Process

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The administration and staff shall comply with procedures for notices and appeals as specified in regulations and School Board Policy 5144.1. Procedures governing student due process shall conform in all aspects to provisions in law. [EC 48911, 48915, 48915.5]

When a special education student is recommended for expulsion, the IEP team must meet for a Manifestation Determination IEP.

In terms of the behavior subject to disciplinary action, the IEP team, including the parent, must meet to consider, all relevant information including:

1. existing assessments and diagnostic results,
2. information supplied by the parents,
3. observations of the student and

4. the student's IEP and placement to determine the following:
 - In relationship to the behavior subject to disciplinary action, the student's IEP and placement were appropriate
 - the special education services, supplementary aids and services and behavior intervention strategies were provided consistent with the student's IEP and placement.
 - the student's disability did not impair the ability of the student to understand the impact and consequences of the behavior subject to disciplinary action; and
 - the student's disability did not impair the ability of the student to control the behavior subject to disciplinary action.

A SAFE PLACE TO LEARN

It is State and District policy to improve student safety, connections between students and supportive adults, and connections between schools and communities. These policies prohibit discrimination, harassment, intimidation, and bullying at all school sites and school activities based on actual or perceived characteristics: race, color, ancestry, nationality, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics at any school sponsored activity. School site staff trained in anti-bias shall be made known. When safe to do so, District employees must intervene immediately when they see discrimination, harassment, intimidation or bullying. Certificated staff, 7-12 grades get information about helping LBGTQ students. Resources about bullying, intimidation, and violence are found through the District and online at www.cde.ca.gov, www.cde.ca.gov/lb/ss/se/bullyres.asp, www.cde.ca.gov/lb/ss/se/bullyfaq.asp, www.cde.ca.gov/lb/ss/vp/ssresources.asp, www.californiahealthykids.org

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer below for assistance. [EC 200, 220, 234, 234.1,

234.5, 51101; PC 422, 422.55; 5 CCR 4900; BP 5131, 5131.2, 5145.3, 5145.7]

■ Megan’s Law Procedures

In order to protect students while they are traveling to and from school, attending school or at a school-related activity, the Governing Board believes it is important that the district respond appropriately when a law enforcement agency contacts the district about registered sex offenders who may reside or work within district boundaries. [BP 3515.5]

To maintain consistent procedures for responding to Megan’s Law disclosures, the district will have a designee responsible for communication with law enforcement agencies. When notice is received from a law enforcement agency regarding a registered sex offender, the designee shall facilitate the process of informing the appropriate schools, personnel, and parent communities about the notice. The designee can also assist concerned parents with questions about Megan’s Law.

It is important that parents are aware of their ability to directly contact their law enforcement agency with concerns about suspected sex offenders. Law enforcement agencies maintain information about registered sex offenders in their communities and have procedures for allowing public access to this information. The current district designee is:

Rob Griffin, Coordinator of Student Services
Santa Clara Unified School District
1889 Lawrence Road
Santa Clara, CA 95051
(408) 423-2086

■ Child Abuse

All school personnel are legally required to immediately report cases of suspected or actual child abuse to a Children’s Protective Service Agent (408) 846-4400). Failure to report is a misdemeanor punishable by imprisonment not to exceed six months, or a fine not to exceed \$1,000.00 or both. A parent or guardian of a child has a right to file a complaint against a school district employee or other person that they suspect has engaged in child abuse while at a school site. To ensure that an appropriate investigation takes place, the parent or guardian must first notify the site administrator and then must file a verbal

or written complaint with the local child protective agency and school district. [PC 11166]

■ School Safety Plan

Every year, each school shall review and update its plan by March 1. Each school shall make its plan public and shall share the plan with numerous community leaders, school site personnel, and parent groups. Plans should, among other things, provide guidance for the response to and/or the prevention of bullying, child abuse, and disasters. Key elements are to be described in the School Accountability Report Card. Planned responses to criminal incidents need not be disclosed. The Uniform Complaint Procedure can be used regarding School Safety Plan compliance. [EC 32281, 32282.1, 32286, 32288, 32289, 51101]

■ Management Plan for Asbestos-Containing Material

The district is required to develop and update an asbestos management plans for each school site and maintain them in the administrative office for review and inspection upon request. [40 CFR 763.93; ne]

The Environmental Protection Agency’s (EPA) Asbestos Hazard Emergency Response Act (AHERA) regulations require public school districts to:

- Perform inspections to determine whether asbestos-containing materials (ACM) are present and then inspect asbestos-containing material in each school every 6 months, and perform a triennial re-inspection every 3 years, and/or every time a response action is taken within the school
- Provide yearly notification to parent, teacher, and employee groups on availability of the school’s asbestos management plan and any asbestos-related actions taken or planned in the school
- Designate a contact person to ensure the responsibilities of the district are properly implemented
- Ensure that trained and licensed professionals perform inspections and take response actions
- Develop, maintain, and update an asbestos management plan and keep a copy at the school

The Santa Clara Unified School District has a continuing periodic surveillance and maintenance

program to ensure that asbestos containing material (ACM) does not become hazardous. A copy of the most current Asbestos Management Plan is available at each school administration office. The documents are public and are available for review. Additional questions should be directed to the District Business Office; Facilities Department at (408) 423-2056.

■ Pesticide and Herbicide Use

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. The identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds. The school's Integrated Pest Management Plan (IPM) is updated by January 1 each year. The IPM, pesticide names and active ingredients, and application dates are posted on the school and/or district website at www.santaclarausd.org/pesticides.

Parents and guardians may register with the school or district if they wish to receive notification of pesticide applications at a particular school or facility. Notice of an application and written notice of unlisted pesticide use will be given 72 hours in advance. For an emergency application, 72 hours notice will be the goal. Each area of the school where pesticide is being used will be identified by a posted warning 24 hours before (or upon application, if an emergency) through 72 hours after use. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov. [EC 17610.1, 17612, 48980; FAC 13184]

This school district expects the following pesticides (pesticide products and active ingredients) to be applied during the year. (This includes pesticides that will be applied by school district staff or licensed pest control businesses).

<u>Product Name</u>	<u>Active Ingredient(s)</u>
Pendulum aqua cap	Pendimethalin
Max Force Ant Gel	Fipronil
Reward	Diquat dibromide
Advion Roach Gel	Indoxcarb
Turmador	Fipronil
Ranger Pro	Glyphosate
Dimension	Dithiopyr
Merit	Imidacloprid
Sluggo	Iron Phosphate

Roundup	Glyphosate
Turflon Ester	Pyridinyloxyacetic Acid
Ultra Herbicide	Tticlopyr + Batoxy Ethyl Ester

■ Non-Discrimination / Harassment [BP 5145.3]

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or

the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools. [BP 5145.3; EC 200-262.4, 48900.3, 48900.4, 48904, 48907, 48950, 48985, 49020-49023, 51500, 51501, 60044; CC 1714.1; PC 422.55, 422.6; 5 CCR 432, 4600-4687, 4900-4965; 20 USC 1681-1688, 12101-1221; § 504; Title VI; Title VII; Title IX; 42 USC 6101-6107; 28CFR, 35.107; 34CFR, 99.31, 100.3, 104.7, 106.8, 106.9]

■ Sexual Harassment [BP/AR 5145.7]

Board Policy

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibit retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult or who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information

on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in

imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreements.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

Administrative Regulation

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Assistant Superintendent,
School Support & District Development
Assistant Superintendent, Educational Services
1889 Lawrence Road, Santa Clara, CA 95051-2162
408-423- 2000

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.

4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or

any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the

Superintendent or designee who shall determine who will investigate the complaint.

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint

or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.

[BP/AR 5145.7; EC 200-262.4, 48900, 48900.2, 48904, 48980; CC 51.9, 1714.1; GC 12950.1; 5 CCR 4600-4687, 4900-4965; FERPA; 20 USC 1221; 42 USC 1983; Title VI; Title VII; 34CFR, 106.1-106.71, 106.1-106.71]

Uniform Complaint Procedure [BP/AR 1321.3]

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and

safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics
3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student
4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities
5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan
6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements
8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions
9. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school
10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
11. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR, such as mediation, shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation.

In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the

non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments.

Complaints may be filed with the District's Compliance Officers:

- Kathie Kanavel, Assistant Superintendent, Educational Services
1889 Lawrence Road, Santa Clara, CA 95051
(408) 423-2124 kkanavel@scusd.net
- Andrew Lucia, Assistant Superintendent, School Support and District Development
1889 Lawrence Road, Santa Clara, CA 95051
(408) 423-2000 alucia@scusd.net

Copies of these policies are available in their complete form on the Santa Clara Unified website at santaclarausd.org, through the Santa Clara Unified District Office, and at all schools in Santa Clara Unified School District at no charge to the recipient.

[BP/AR 1312.3; EC 200-262.4, 222, 8200-8498, 8500-8538, 18100-18203, 32289, 35186, 48853-48853.5, 48985, 49010-49013, 49060-49079, 49069.5, 49490-49590, 51210, 51223, 51225.1-51225.2, 51228.1-51228.3, 52060-52077, 52075, 52160-52178, 52300-52490, 52500-52616.24, 52800-52870, 54400-54425, 54440-54445, 54460-54529, 56000-56867, 59000-59300, 64000-64001; GC 11135, 12900-12996; PC 422.55, 422.6; 5 CCR 3080, 4600-4687, 4900-4965; FERPA; 20 USC 1221, 1681-1688, 6301-6577, 6801-6871, 7101-7184, 7201-7283g, 7301-7372, 12101-12213; § 504; Title VI; Title VII; Title IX; 42 USC 6101-6107; 28CFR, 35.107; 34CFR, 100.3, 104.7, 106.8, 106.9, 110.25]

Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, and School Facilities

Parents should use the District Uniform Complaint Procedure with modifications as necessary, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. [EC 35186]

Williams Settlement complaint procedure

A complaint form may be obtained, free of charge, at the school office, the district office, or downloaded from the district's Web site at www.santaclarausd.org, but the form need not be used to make a complaint. You may also download a copy of the California Department of Education complaint form from this Web site, www.cde.ca.gov/

re/cp/uc. The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.
4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of filing a complaint, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same timeframe.
8. If unsatisfied with resolution a complainant may describe the complaint to the governing board at a regularly scheduled meeting.
9. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the

county superintendent and the local governing board in public session making it part of the public records. [EC 35186, 48985]

■ Complaints Concerning District Employees

The Superintendent or designee shall determine whether a complaint should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures.

Individual Board members or administrators will on occasion receive informal complaints or criticisms against employees. When such complaints occur, complainants will be directed to specific procedures for resolving complaints. Please see AR 1312.1 policy which is available on Santa Clara USD's website.

Complaints concerning an employee may be filed with:

Kevin F Keegan, Assistant Superintendent,
Human Resources
1889 Lawrence Road, Santa Clara, CA 95051
(408) 423-2014 kfkeegan@scusd.net

■ Further Information is Available

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [FERPA, 34 CFR 99.7(b)]

APPENDIX / FORMS

- A. BUS PASS APPLICATION APPENDIX A
- B. CHILD NUTRITION GUIDELINES APPENDIX B
- C. MILITARY OPT OUT APPENDIX C
- D. REPORTING ABSENCES APPENDIX D



SANTA CLARA UNIFIED SCHOOL DISTRICT BUS PASS APPLICATION

Due on or Before the 2nd Friday of September

Please complete the following information: *(All information will be kept confidential.)*

Parent/Guardian Name _____ Date _____

Home Address _____ City/Zip _____

Mailing Address *(if different)* _____ City/Zip _____

Work Phone _____ Home Phone _____

Other Phone _____ Cell Phone _____

TO RECEIVE YOUR BUS PASS

(DO NOT RETURN TO SCHOOL OR TEACHER)

Complete and sign this Application.

Mail to:

**Santa Clara Unified School District, Transportation Department
1889 Lawrence Road, Santa Clara, CA 95051 or
Email to buspass@scusd.net or**

Give to bus driver in an envelope

Children who will be riding the bus:

	Name	Birth Date	Grade	School	Bus Stop
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

Bus passes are a privilege that can be revoked. It is important that parents and students understand the rules and guidelines that go along with this privilege. Parent signature acknowledges review of transportation rules and guidelines page 17-18 of your student handbook. Parents/Guardians are responsible for notifying the district of any changes to this application.

I certify that all the above information is true and correct:

Parent/Guardian Signature _____ Date _____

Bus Passes will be mailed to your mailing address.

IF BUS PASS IS LOST REPLACEMENT FEE IS \$10.00

Income Eligibility Guidelines for Free and Reduced-Price Meals or Free Milk in Child Nutrition Programs

Effective July 1, 2018, through June 30, 2019, participants from households with incomes at or below the following levels may be eligible for free or reduced-price meals or free milk.

Note: The new income calculations are based on annual figures and the following formulas: Monthly = annual income divided by 12; Twice Per Month = annual income divided by 24; Every Two Weeks = annual income divided by 26; and Weekly = annual income divided by 52. All dollar amounts are rounded up to the next whole dollar.

Free Eligibility Scale Meals, Snacks, and Milk					July 1, 2018 – June 30, 2019						Reduced-Price Eligibility Scale Meals, Snacks, and Milk				
Annual	Monthly	Twice per Month	Every 2 Weeks	Weekly	Household Size	Annual	Monthly	Twice per Month	Every 2 Weeks	Weekly					
\$15,782	\$1,316	\$658	\$607	\$304	1	\$22,459	\$1,872	\$936	\$864	\$432					
\$21,398	\$1,784	\$892	\$823	\$412	2	\$30,451	\$2,538	\$1,269	\$1,172	\$586					
\$27,014	\$2,252	\$1,126	\$1,039	\$520	3	\$38,443	\$3,204	\$1,602	\$1,479	\$740					
\$32,630	\$2,720	\$1,360	\$1,255	\$628	4	\$46,435	\$3,870	\$1,935	\$1,786	\$893					
\$38,246	\$3,188	\$1,594	\$1,471	\$736	5	\$54,427	\$4,536	\$2,268	\$2,094	\$1,047					
\$43,862	\$3,656	\$1,828	\$1,687	\$844	6	\$62,419	\$5,202	\$2,601	\$2,401	\$1,201					
\$49,478	\$4,124	\$2,062	\$1,903	\$952	7	\$70,411	\$5,868	\$2,934	\$2,709	\$1,355					
\$55,094	\$4,592	\$2,296	\$2,119	\$1,060	8	\$78,403	\$6,534	\$3,267	\$3,016	\$1,508					
\$5,616	\$468	\$234	\$216	\$108	For each additional family member, add:	\$7,992	\$666	\$333	\$308	\$154					

Household is synonymous with family and means a group of related or unrelated individuals who are not residents of an institution or boarding house, but who are living as one economic unit sharing housing and all significant income and expenses. This scale does not apply to households that receive CalFresh (formerly Food Stamps), Kinship Guardianship Assistance Payment (Kin-Gap), Food Distribution Program on Indian Reservations (FDPIR) benefits, or children who are recipients of California Work Opportunity and Responsibility to Kids Program (CalWORKs). Those children are automatically eligible for free meal benefits.

In the Adult Care Component of the Child and Adult Care Food Program, a household includes the adult participant and, if residing with the participant, the spouse as well as any persons who are economically dependent on the adult participant. This scale does not apply to members of CalFresh (formerly Food Stamps) households, or recipients of Supplemental Security Income, Medicaid/Medi-Cal, or FDPIR benefits. Those participants are automatically eligible for free meals.

NUTRITION SERVICES — WELCOME TO THE CAFETERIA



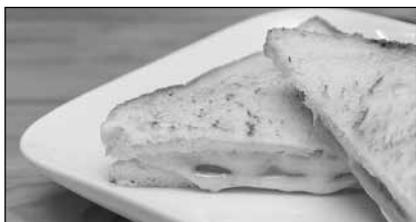
Who We Are

- Serve over 9,000 meals per day
- Cook from scratch at all of our middle and high schools
- Serve fruits and vegetables from our SCUSD farm
- Buy local food whenever possible
- Our food has no trans fats, no high fructose corn syrup, no rBST, no artificial color or flavors when possible
- Salad bar with fresh fruits and vegetables at every school, every day
- At least 3 choices every day



Cafeteria Processes

- Applications for free meals can be found online at www.schoolcafe.com, or in the school office
- If you are not approved for free or reduced priced meals, there is a charge for breakfast and lunch. Charges will accumulate and students will not be notified of balances
- If the student account is negative we will send courtesy emails and phone calls
- Payments can be made online at www.schoolcafe.com. There is a small convenience fee. Cash or check is accepted in the school office
- Schoolcafe can be used to monitor your student's meal activity, make payments and apply for free meals
- All students have a meal account beginning the first day of school
- Students will identify themselves with biometric finger scanning or typing in their student ID
- Detailed information and Opt-Out forms for biometrics can be found on the Nutrition Services website, <http://scusdnutrition.net>
- Student identity is also verified by name and/or picture in our point of sale
- Menus and nutrition can also be found on our website
- If your student has a food allergy, please fill out an accommodation form which can be found on our website



Nutrition Services (408) 423-2077

<http://scusdnutrition.net>

The Earned Income Tax Credit (EITC)

This is an annual notification to households about the Earned Income Tax Credit (EITC) Information Act. The EITC is a benefit for working people with low to moderate income. They must meet certain requirements and file a tax return, even if taxes are not owed or households are not required to file, to qualify. The EITC reduces the amount of tax households owe and may allow for a refund. According to the California Revenue and Taxation Code (RTC) Section 19854: Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance For Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its Web site at www.irs.gov. You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514).

For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its Web site at www.ftb.ca.gov.



SANTA CLARA UNIFIED SCHOOL DISTRICT

ACCESS TO STUDENT INFORMATION BY MILITARY AND/OR INSTITUTES OF HIGHER LEARNING – OPT OUT FORM

Section 9528 of the No Child Left Behind Act of 2001 requires schools to provide, upon request, access to student information (names, addresses and telephone numbers) of eleventh and twelfth grade students to military recruiters and institutions of higher learning. A parent/legal guardian or student (if 18 or older) may request that this information not be released.

If you do not want your student’s personal information released to the military recruiters or institutions of higher learning, please complete and return the “Opt Out” form below and return it to the principal of your student’s high school each year.

- To: [] Principal, New Valley High School, 1875 Lawrence Road, Santa Clara, CA 95051
[] Principal, Santa Clara High School, 3000 Benton Street, Santa Clara, CA 95051
[] Principal, Wilcox High School, 3250 Monroe Street, Santa Clara, CA 95051
[] Principal, Wilson High School, 1840 Benton Street, Santa Clara, CA 95050
[] Principal, Mision Early College High School, 3000 Mission College Blvd, Santa Clara, CA 95054

As a parent/legal guardian, I am exercising the right to request that you do not release my student’s information as indicated below:

- [] Do not release my student’s personal information to the Armed Forces, military recruiters or institutions of higher learning.
[] Do not release my student’s personal information to the Armed Forces or military recruiters.
[] Do not release my student’s personal information to institutions of higher learning.

As a student (age 18 or older), I request my own name, address, telephone number and school records not be released as indicated below:

- [] Do not release my personal information to the Armed Forces, military recruiters or institutions of higher learning.
[] Do not release my personal information to the Armed Forces or military recruiters.
[] Do not release my personal information to institutions of higher learning.

Student’s Last Name

Student ID #

Student’s First Name

Grade

Parent/Legal Guardian Name

Parent/Legal Guardian Signature

Date

Student Signature (if 18 or older)

Date



SANTA CLARA UNIFIED SCHOOL DISTRICT
CALLING-IN A SCHOOL ABSENCE

School: _____

School Phone Number: _____

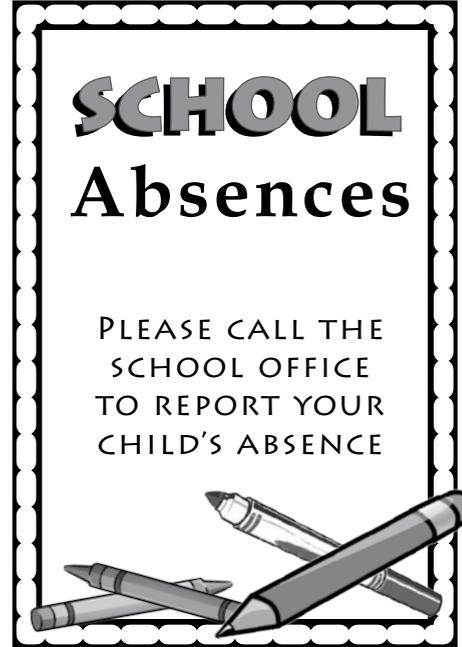
Phone Number for reporting an Absence: _____

When reporting an absence please provide the following information:

1. Student's Name
2. Student's Grade
3. Student's Teacher (K-5)
4. Date of and reason for the absence
5. Your name and relationship to the student
6. Telephone number where you can be reached

Keep your child at home if they:

- Don't feel well
- Have a fever above 100° within the last 24 hours
- Have vomited or had diarrhea within the last 24 hours
- Have a severe cough or cold symptoms



SANTA CLARA UNIFIED SCHOOLS
1889 LAWRENCE ROAD, SANTA CLARA, CA 95051
PHONE: (408) 423-2000 www.santaclarausd.org

Elementary Schools

- Bowers Elementary (408) 423-1100
- Bracher Elementary (408) 423-1200
- Braly Elementary (408) 423-1000
- Briarwood Elementary (408) 423-1300
- Central Park Elementary (408) 423-4400
- Haman Elementary (408) 423-1400
- Kathryn Hughes Elementary . . . (408) 423-1500
- George Mayne Elementary (408) 423-1700
- Laurelwood Elementary (408) 423-1600
- Millikin Basics+ Elementary . . . (408) 423-1800
- Montague Elementary (408) 423-1900
- Pomeroy Elementary (408) 423-3800
- Ponderosa Elementary (408) 423-4000
- Scott Lane Elementary (408) 423-4100
- Sutter Elementary (408) 423-4200
- Washington Open Elementary . (408) 423-3900
- Westwood Elementary (408) 423-4300

K-8 School

- Don Callejon K-8 School (408) 423-3300

Middle Schools

- Buchser Middle School (408) 423-3000
- Cabrillo Middle School (408) 423-3700
- Marian Peterson Middle School (408) 423-2805
- Santa Clara Community School (408) 423-2090

High Schools

- New Valley High School / Gateway . . (408) 423-2300
- Santa Clara High School (408) 423-2600
- Adrian Wilcox High School (408) 423-2400
- Wilson High School (408) 423-3600
- Mission Early College High School . . (408) 855-5532

Preschool through Adult Education

- Educational Options (408) 423-3500

All Teachers Return: 8/9/2018

Students Begin: 8/16/2018

Board Approved: 1/25/2018

Santa Clara Unified School District (2018-2019)

- 1 Orientation/Site Work Days
- 2 Teacher Work Day
- 4 Professional Development Days
- 180 Student Days

JULY							AUGUST {12}							SEPTEMBER {19}							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
1	2	3	H	5	6	7				1	2	3	4							1	
8	9	10	11	12	13	14	5	6	7	NT	X/BD	X	11	2	H	4	5	6	7	8	
15	16	17	18	19	20	21	12	O	WD	WD	{16	17	18	9	10	11	12	BD	14	15	
22	23	24	25	BD	27	28	19	20	21	22	BD	24	25	16	17	18	19	20	21	22	
29	30	31					26	27	28	29	30	31		23/30	24	25	26	BD	28	29	
OCTOBER {22}							NOVEMBER {18}							DECEMBER {15}							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
	1	2	3	4	5	6					1	2	3							1	
7	8	9	10	BD	12	13	4	5	6	7	BD	9	10	2	3	4	5	6	7	8	
14	X	16	17	18	19	20	11	H	13	14	15	16	17	9	10	11	12	BD	14	15	
21	22	23	24	BD	26	27	18	19	20	21	H	H	24	16	17	18	19	20	21	22	
28	29	30	31				25	26	27	28	29	30		23	H	H	26	27	28	29	
														30	H						
JANUARY {17}							FEBRUARY {15}							MARCH {20}							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
		H	2	3	4	5						1	2							1	2
6	7	8	9	BD	11	12	3	4	5	6	7	8	9	3	4	5	6	BD	8	9	
13	14	15	16	17	18	19	10	11	12	13	BD	15	16	10	11	12	13	14	X	16	
20	H	22	23	BD	25	26	17	H	19	20	21	H	23	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28			24/31	25	26	27	BD	29	30	
APRIL {17}							MAY {22}							JUNE {3}							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
	1	2	3	4	5	6				1	2	3	4							1	
7	8	9	10	BD	12	13	5	6	7	8	BD	10	11	2	3	4	5	6	7	8	
14	15	16	17	18	H	20	12	13	14	15	16	17	18	9	10	11	12	BD	14	15	
21	22	23	24	BD	26	27	19	20	21	22	BD	24	25	16	17	18	19	20	21	22	
28	29	30					26	H	28	29	30	31		23/30	24	25	26	BD	28	29	

NT = New Teacher Orientation

BD = Board Meeting

{ = 1st Day for Students

⊙ = Quarter Ends

O = Orientation/Site Work Day

H = Holiday

} = Last Day for Students

△ = Trimester Ends

WD = Teacher Work Day

School Not In Session

X = Professional Development